

CURRICULAM VITAE

Full name

Mob No#: +91 – Phone

Email id#: email id

CARRER OBJECTIVE

- To Seek a Rewarding and a Challenging career where I can Utilize my Skills with Full Potential Knowledge Through my abilities and Sense of Dedication Towards my Duties.

ACADEMIC QUALIFICATION

- 2019 : MBA (HR) Form IMT Distance Learning .
- 2016 : Graduate From C.C.S University, Meerut .
- 2013 : 12th From C.B.S.E Board From Dehradun Public School.
- 2011 : 10th From C.B.S.E Board From Dehradun Public School.

OTHER EXPERINCE

- Knowledge In Hardware Like C.P.U.
- Knowledge In Web Productivity Tools.
- Knowledge In HTML , Css.

JOB EXPERIENCE

- Experienced in Hr Recruiter / Talent Acquisition Executive in Noida sec -7 (Itdose infosystem pvt ltd .) 1st March- 31st April.
TWO MONTH ONLY.
- Experienced in Hr Recruiter / Talent Acquisition Executive in Noida sec -63 (folkstrong pvt ltd .) 1ST May- currently working.
SIX MONTH ONLY.

CAREER SUMMARY:

- HR with 8 months of rich work experience in recruitment/On boarding Process.
- Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting, Reporting, Sourcing, Team handling, Interviewing, Campus Recruitment, Client Handling, Salary Negotiation, Executive Hiring, Contract Recruitment, Team Management.
- Experienced in Volume/Mass Hiring.
- Proficient in recruiting candidates from all levels Junior Level to Senior Level.
- Good experience of Off Campus Hiring.
- Experience in Both Domain of Recruitment (IT\NON-IT).
- Possess excellent communications and interpersonal skills.

Roles & Responsibilities

Recruitment:

- Screening Resumes based on the Job description, short-listing potential candidates, conducting interviews, negotiating salary, conducting reference checks, follow ups with candidates post joining.
- End to end recruitment: Sourcing, Mass-Mailing, Staffing, Scoping, and On boarding candidates.
- Share the Tracker to the client which we have tie up the companies.
- Send Job Offer emails and answer queries about compensation and benefits
Maintaining and Developing the resume databank.
- Short listing candidates sourced through portal (Naukri, indeed, shine, and LinkedIn) and validating them on their experience and interest on the candidate.
- Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job.
- Preparing Requisition gathering template and sending it to corresponding sourcing lead to initiate the sourcing. Short listing the profiles sourced and sending it to the respective hiring managers.
- Coordinating hiring managers to understand Niche skill profiles.
- Conducting HR round for the selected candidates and negotiating salaries on company standards.
- informing the rejected candidates about the reason for the rejections.
- Maintain Data on Google-Drive.

ON-BOARDING PROCESS\ADMIN:

- Responsible for Employee (In -House) Recruitment Process.
- Handling Documentation process of the employees.
- Responsible for taking Face to Face Interview.
- Handling Joining formalities.
- Designing CTC with break-up of Gross salary.
- Helping Management in deciding action plan for improving team productivity.
- Preparing full & final settlement of employees.
- Send job offer emails and answer queries about compensation and benefits.
- Maintaining and developing the resume databank.
- Collecting the relevant documents of previous employment.
- Preparing reports on the no of closure, internal movements, and offer decline numbers to ensure the flow of work to reach the aspire rates. Sending weekly.

PROFESSIONAL QUALIFICATIONS

Certificate	Institute	Year	Skills
MIS	Aptech Computer Institute	2015	MS Office , Tally ERP. , RDBMS

PERSONAL VITAE

Gender : Female
Date of Birth : DD/MM/YY
Nationality : Indian
Languages Known : Lang1, Lang2
Marital Status : Single
Address : Full Address

Full name