

FULL NAME,

Address: Full Address

City, State, Pin code

Contact: - Ph no/Alternate ph no.

 Email id

Job Objective:

To obtain employment with a company that offers a positive atmosphere to learn and implement new skills and technologies for the betterment of the organization.

Professional synopsis:

- ✓ MS office and networking.
- ✓ MS excel and power point

Academic Qualifications:

- ✓ Done BBA (Graduate) : From MDU Rohtak in 2018
- ✓ Done 12th. Std. : CBSC Board in 2015
- ✓ Done 10th. Std. : CBSC Board in 2013
- ✓ Pursuing MBA : From Banasthali Vidyapeeth 2018 to 2020

Work Experience:

- Summer Internship with Geetanjali Homestate Pvt. Ltd June – July 2017
- Internship with V-Konnect Associates 8 May 2019 – 31 Aug 2019
- Trainee –Talent Acquisition at V-Konnect Associates 1 Sep 2019 - Present

Role and responsibility: -

- END to END Recruitment Cycle
- Partnering with hiring managers to determine staffing needs
- Screening resumes
- Performing in-person and phone interviews with candidates
- Making recommendations to company hiring managers
- Coordinating interviews with the hiring managers
- Following up on the interview process status
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- Completing timely reports on employment activity

Participation:

- Participate in financial conclave on demystifying mutual fund organized by Banasthali Vidhyapeeth
- Participate in Science quiz competition.
- Participate in Anchoring in annual function.
- Certificate of Member in UDAAN

Achievements:

Problem Solving Assessment (PSA) Exam
National color contest

Personal Attributes:

- ✓ Self-motivated, Innovative, Hard Worker, Honest
- ✓ Ability to meet tough deadlines
- ✓ Positive attitude about my work
- ✓ Quick learner with Strong analytical skills
- ✓ Ability to lead and work in Team

Personal Profile:

- ✓ Date of Birth : MM/DD/YYYY
- ✓ Marital Status : Single
- ✓ Father's Name : Father Name
- ✓ Linguistic Abilities : English and Hindi
- ✓ Hobbies/interests : Sports, Dance And Art and craft

Declaration:

I hereby certify that all the information provided here is correct to the best of my knowledge and belief and I promise to abide by all the norms laid down by your esteemed organization.

Date:

Place :

YOUR NAME



