

SOMYA JAIN

Phone: +91-7415448648 | [Email: Somyajain952@gmail.com](mailto:Somyajain952@gmail.com)

Career Objective

To pursue a challenging career and be a part of progressive organization that gives a scope to enhance my knowledge and utilizing my skills towards the growth of organization.

Academics

2018-2020	Master of Business Administration B. T. Institute of Research & Technology, Sagar	71%
2015-2018	Bachelor of Commerce Govt. Girls P.G College Of Excellence, Sagar	60%
2015	12th (Senior Secondary Examination) Saraswati Shishu Mandir Moti Nagar, Sagar (M.P.)	80%
2013	10th (Secondary Examination) Saraswati Shishu Mandir Moti Nagar, Sagar (M.P.)	70%

Internship

Jul-Sep 2019	Company Name- The Market Journal, Indore Two Months of Training On "Recruitment And Training"
Sep-Oct 2021	Company Name- Finterno, Mumbai One month of internship where I learnt about- Handle Day to day calling Make Interview calls and lineup the candidates for next round ,Answer all queries of the potential candidates.

Experience

Company name- Virtuoso Staffing Solution
December 2021 – May 2022

- Understanding the client requirement assigned by Mentors.
- Market Mapping & R&D for the assigned requirement.
- Post the open position on Job boards as well as professional networking sites.
- Source and screen the CVs through different job boards and referencing and ensure meeting daily sourcing targets.
- Share relevant CVs with CIS, Trackers, and other supporting information's on assigned position
- Responsible for achieving the Daily/Monthly target (sourcing numbers) assigned by respective managers.
- Scheduling the interviews basis, the shortlisting on shared CVs from the client's end.
- Coach the candidates for the interviews one day before and arranging the documents for the selected candidates.

Project

Name: Recruitment

Description: In his project I have to understand the recruitment process.

Certification

April 2020 Completed online course on People Management, **IIM Bengaluru**.

Curricular Activities

- Participated In Cultural Of Activities At School Level.
- Winner Of Dance Competition At College Level.

Additional information

- **Hobbies** include Explore new places, Photography, and Dancing.
- Music, way to refresh myself that helps me to work with enthusiasm.

Nov – Dec 2019 Worked as a **Lead Generator** at Brain Desk, Sagar for a period of 2 months.

Personal information

Date of birth : 2 Nov 1997

Gender : Female

Father's Name : Mr. Swatantra Jain

Linguistic : English, Hindi

Address : Behind Prakash Dal Mill, Vijay Talkies Road, Sagar MP

Declaration

I hereby declare that the information gives herewith is correct to my knowledge and I will be responsible for any discrepancy.

Place: Sagar, MP

**Yours Truly,
(Somya Jain)**