MEHER BASANTANI

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ABOUT ME

I began my career as a Programming Professor, leveraging my IT background. This foundation provided me with a strong technical skill set and the ability to convey complex concepts clearly. I then seized the opportunity to transition into the corporate world, starting as an Associate. This role allowed me to further develop my communication, problem-solving, and adaptability skills, setting the stage for continued professional growth.

TECHNICAL SKILLS

- C
- C++
- Java
- SQL
- HTML
- CSS
- Javascript
- Bubble IO
- Figma
- MS- Office
- MS- Teams

SKILLS SUMMARY

- Effective communication skills
- Efficient Management skills.
- Presentation Skills.
- Quick Learner.
- Assertive Approach.
- Adaptability
- Good at Teamwork
- Resilience

EXPERIENCE

HR Associate -ZigMe Careers Pvt Ltd (March-2024- Present) Remote

- Been a part of Campus Drives from handling end-to-end recruitment process from gathering requirements to sourcing profiles & till closure of requirements.
- Managed the full-cycle technical recruiting process from initial sourcing to successful hire.
- Sound knowledge of Recruitment tool - DarwinBox
- Prepared and presented detailed reports on the recruitment process and results.
- Involved in HR operation process like grievance handling, offer release, post offer follow ups.
- Created and maintained database of end-user touchpoints through educational institutes to facilitate communication and engagement with our end users.
- Researched on Placement colleges and Maintained relationships with TPOs and decision-makers, ensuring a vibrant social media presence for ongoing engagement.
- Counselled students and parents to match them with suitable mentors and oversee the entire Mentor/Advisor-Seeker process.
- Organizing Mentor Town Halls, generating reports, and coordinating seeker-mentor matches.
- Made Cold Calls to customers for selling the company product.
- Worked with IT team closely and got hands on to No Code App- Bubble IO & Figma

Worked as a Programming Professor at IT Experts institute for 6 Months

Have Succesfully teached C, C++ Java programming Language to Students

EDUCATION

INDIRA COLLEGE OF COMMERCE & SCIENCE-BCA-2011

Worked on Result Generation Project in Final Year

LOURDES HIGH SCHOOL -2006 SSC