Mandeep Kaur

HR Recruiter (IT)

[Kaur20254@gmail.com](mailto:Kaur20254@gmail.com) ,+919592817799

## **CAREER OBJECTIVE:**

I want to work in reputed company where I can get opportunities to learn and grow. I can prove myself better by using my full potential and abilities.

**Education**

### B.Tech in Information Technology from Rayat and Bhara Collage of Engineering & Biotechnology scored 67%Passed out in 2016

**Diploma in Information Technology from Rayat Bhara polytechnic collage( Ropar) scored 65% passed out in 2013**

**12th from P.S.E.B scored 66.5% and passed out in 2012**

**10th form P.S.E.B scored 76.8% and passed out in 2010**

.

**Training**

 Six month training NEILET ( Industrial area 8 phase,Mohali)

 Six week training TCIL (Sector 22, Chandigarh)

 Six week training (Inspiration Tech Soft Pvt.Ltd. Sector 34, Chandigarh)

**TECHNICAL SKILLS**

 Project “ONLINE EXAMINATION SYSTEM”)

 Project (“COLLEGE MANAGEMENT SYSTEM”)

 Major Project(“LUDHIANA GLANCE ”)

 Languages: C,C++,Core Java Advance Java(Basic)

 Tools: Notepad,, Ms Word , Excel , Internet,Outlook

**EXPERIENCE**

*I have one year experiance as* ***HRRecruiter*** *in placement cell (* ***CAREER HIKE POINT). (****May2016- April 2017)****.***

**Responsibilities**

* Present the employees performance report in front of HR manager Assist the HR manager planning of Organizational recruitment**.**
* Get Requirement from company and fulfill their requirement.
* Generate leads from job portals (Indeed and shine)
* Profile Handling
* Handling End to End Recruitment Process
* Screening and Sorting.
* Grievance Handling
* Handling cash for official purposes
* Maintain all records of Engaged candidates

**ADI GROUP**

I have six month experience in ADI Group as HR Recruiter (July2017- Present)

**Key Responsibilities Handling**

1. Reporting to the HR Director for Recruitment status on Daily basis.  
   2. Maintain the work structure by updating job requirements & job descriptions for all positions.  
   3. Responsible for end to end recruitment.  
   4. Sourcing, Short listing & scheduling candidates for interview through Portals, Job Postings, Headhunting, References, Placement Social –Media etc.   
   5. Preparing Offer/Appointment Letters   
   6. Responsible for joining formalities & induction of new hires.  
   7. Responsible for coordinating with all departments regarding internal resources requirements.  
   9. Maintain the internal HR process like skills assessments, performance reviews leave management, & communicating other HR policies.   
   10. Handling employee leave records .  
   11. Handling Issues related to people such as compensation, hiring, performance management, Organization development, safety, wellness, benefits, employee motivation, communication, administration & training.   
   12. Support the administration with facility management activities when required.  
   13. Managing Employees HR Norms – Attendance

14. Replying to the inquiries / complaints / requests of Client via. E-mail   
 Correspondence.  
 15. Execute other assigned duties as per business requirement.  
 16.Handling all Employee Engagement Activities and Induction/Orientation of employees

**Portals** – Linked in , Naukri, Shine , Times Job and Indeed.

**STRENGTH**

* My Greatest strength is my ability to learn things quickly.
* I am very Positive Person.
* Determination, Dedication and discipline
* Willing to learn and adapt to new challenges and opportunities.
* Good communication and inter-personal skills.

**EXTRA ACTIVITIES**

* Event Planning
* Choreography
* Volleyball

**PERSONAL INFORMATION**

Name : Mandeep Kaur

Father’s Name : Late. Swaran Singh

Mother ‘Name : Sarbjeet Kaur

D.O.B : 22/06/1995

Nationality : Indian

Gender : Female

Marital Status : Single

Hobbies : Reading, Internet Browsing , Travelling,

Art.

Language known : English , Hindi & Punjabi

**DECLARATION**

I hereby, declare that all the information provided above is true to the best of my knowledge.

**Mandeep Kaur**

**Date :**