

Harsimar Kaur
IT Recruiter (HR TEAM)



Personal Details -

Whatsap no- 8920999136

E-mail id-

Harsimarkaur53@gmail.com

Address-

WZ/B-12 rampura colony hari
nagar ,new delhi -110064

Key Skills-

- Excellent knowledge on Ms Excel ,Ms Powerpoint,Pivot Table, Mis ,outlook, Typing Speed
- Good knowledge on variety of programming languages including Javascript, HTML, CSS, Python, C++,C and also IOT .
- Knowledgeable of iOS and its architecture .
- Enthusiastic and dependable.
- Strong written skills.
- Good command over spoken English.
- Proven ability to communicate with a wide variety of people.
- Proven ability to work overtime and out of hours when required.
- Proven ability to work under pressure and prioritise work tasks to meet deadlines.
- Ability to learn new tasks quickly and understand instruction quickly.
- Building and maintaining relationships
- Communication and problem solving .

RESUME

CARRER OBJECTIVE

I am looking for a carrer that would generate an atmosphere of maximum value addition and change in my life . After achieving it, I believe the next opportunity would be to deliver value back to the organisation.

EDUCATION QUALIFICATION

- Passed class 10th with 70% aggregate (2018)
- Passed class 10+2 with 84.6% aggregate (2020)
- Completed Bcom(Prog.) (2020-2023)
(sri guru gobind singh college of commerce)
(delhi university)
- Completed NIELIT (O Level) govt. course from (2021)
(Mbit pvt .ltd) in (Bharti college)

● **Work Experience (1-dec-2021 to 10 nov 2022)**

1 year experience as IT recuriter at MBIT Computarining pvt ltd . (TCS CLIENT).

Key responsibility-

- Design and implement overall recruiting strategy
- Develop and update job descriptions and job specifications
- Perform job and task analysis to document job requirements and objectives
- Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc
- Source and recruit candidates by using databases, social media etc
- Screen candidates resumes and job applications
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
- Assess applicants' **relevant knowledge, skills, soft skills**, experience and aptitudes
- Onboard new employees in order to become fully integrated
- Monitor and apply HR recruiting best practices
- Provide analytical and well documented recruiting reports to the rest of the team
- Act as a point of contact and build influential candidate relationships during the selection process
- Promote company's reputation as "best place to work"

Certificate:-

- Graphic Design from Homefllic WEGROW
Certificate Id- HFWGGDA358
- Nielit (O level) computer govt course completed

Language Known:-

English, Hindi , Punjabi