

RESUME

Swetanshu Priya

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Objective

To work with an organization where I can help improve the environmental conditions of world, acquire new knowledge, sharpen my skills, and put my best efforts for achieving organization as well as individual goals.

Experience

Date [From – To]	Job Title	Job Type	Organization	Job Description
Sep,2021-April, 2023	Recruiting Coordinator	Full Time	TrueBlue Inc.	Work on US based Back-End Recruitment Operations such as Sourcing, Reporting, Resume-Screening, Audits, Background Verification, Job Posting, Pre-screening, Training.
Dec,2020-May,2021	Content Developer	Internship	Instant Systems	Worked on Xpath labelling and HTML scripting related to US bids for the business search engine that is Instant Markets.
May,2019-July,2019	Consultant	Contractual	Genpact	Worked on the Domestic Voice Process (Technical Support), where I resolved queries of customers regarding products in Samsung operations under the client Genpact India Pvt. Ltd. on the third-party payroll, which is Adecco & Parishram.
Aug,2016-Dec,2016	Operation Executive	Traineeship	Infosys	Worked as an Apprentice on Python, SQL & Mainframe.

Education

Education	Mode of Education	Name of Degree	Discipline of study	Year of study	Percentage	University/Board
Post-Graduation	Distance Education	Masters in Computer Application + Diploma in Computer Application	Computer Science	Jan,2018-Dec,2020	58 % (MCA) & 60 % PGDCA	Indira Gandhi National Open University, New Delhi
Graduation	Full Time	Bachelors in Computer Application	Computer Science	2013-2016	87.21 %	Desh Bhagat University, Punjab
Senior Secondary High School	Full Time	12 th	Math, Science	2012-2013	62 %	Banasthali University,Rajasthan
Secondary High School	Full Time	10 th	All Academic Subjects	2010-2011	75%	Banasthali University,Rajasthan
Certification	Correspondence	Communication & Information Technology Skills	IT, Communication	2018-2019	68%	Indira Gandhi National Open University, Delhi

TECHNICAL SKILLS

- Computer and IT Applications. (Computer Literacy/IT Operations)
- Basic Programming Language. (C/ C++/Core Java/Xpath Labelling)
- Basic Web Designing. (HTML/ CSS)
- Database and OS. (SQL/ Basic Window)
- Basic MS Office Proficiency. (MS Excel/PowerPoint/Word)

NON -TECHNICAL SKILLS

- Recruitment Back- End Operation. (Sourcing/ BG Verification/ Resume Screening/Reporting)
- Communication. (Non-Voice/Backend)
- Writing. (English/Hindi)

PROJECTS/CERTIFICATION/TRAINING

- Training in Core Java from Appin Technology Lab.
- Training in Basic Web Designing (with HTML/CSS/Bootstrap) from Techavera Pvt Ltd.

- Project on Vehicle Management System & GIOCCMS build on VB.net
- Certification in Master MS Excel, PowerPoint & Word from LinkedIn Learning.

AWARDS /ACHIEVEMENTS/EXTRA-CURRICULUM

- State level player in lawn tennis.
- Yellow Belt in Karate Training.

OTHER INFORMATION

- Worked on the position of Data-Entry Prescreener for 1 month as a Part-Time.
- Worked on the position of Coordinator as a Freelancer at Innovatiview.

PERSONAL DETAILS

Language Known: English, Hindi

Nationality: Indian

Gender: Female

Hobbies: Travelling, Fashion & Photography
