

Archana Saini

Resume Summary

Address: - 239 kewal park Azadpur , Delhi 110033

Email:- sainiannu172@gmail.com

Mobile Number :- 9958118604



Profile & object: -

A challenging growth-oriented career, where I can learn, earn and perform my best. To be the part of the organization where I am able to apply my potential to the success of the organization and self.

Willing:-

- Growth my career willing in honesty & smart working.
- Willing to work in All Circumstances.

Working Experience: -

COMPANY:- Career Movez Consultants Pvt ltd

DURATION:- January 2018 to October 2018

POSITION:- HR executive

Jobs & Responsibilities: -

- Screening resumes
- Performing in-person and phone interviews with candidates
- Performing reference and background checks
- Following up on the interview process status
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- Communicating employer information and benefits during screening process
- Handling the grievances of team
- Dealt with multiple profiles
- Utilize the internet for recruitment.
 - Post positions to appropriate Internet sources.
 - Improve the company website recruiting section to assist in recruiting
- --Research new ways of using the internet for recruitment.
 - Use social and professional networking sites to identify and source candidates

HIGHLIGHTS:-

- Recruited for big Five-star brands like OBEROIS, MARRIOTT group, ITC group etc. and international restaurants chains.

Educational Qualification:-

- BBA from DCRUST .
- 12th passed from CBSE in 2014
- 10th passed from CBSE in 2012

Technical Qualification:-

- Basic Knowledge of Computer.
- Internet- E-mail, Browsing, Corresponding, Searching on internet.
- Worked on JOB PORTALS – Times jobs, LinkedIn and shine
- Knowledge of MS EXCEL

Awards and Achievements:-

Won Miss fresher award, participated in dance competition participated in Organizing cultural event, member of event organizing committee

Personal Details:-

Father's name	:	Mr Rohtash saini
Date of Birth	:	26 oct 1996
Sex	:	Female
Marital status	:	Unmarried
Nationality	:	Indian
Religious	:	Hindu
Languages Known	:	English, Hindi

Communication Skills:-

Personal Details: - Meticulous	Positive thinking Respective Sentimental,
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Public Relation: -	Friendly can adjust with any sort of Situation while dealing with customer.
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Declarations: -

➤ I hereby declare that the information furnished above is true to the best of my knowledge.

Date
Place

(Archana Saini)