

JITESH MISHRA

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PROFESSIONAL OBJECTIVE

To obtain a creative and challenging position in an organization that gives me an opportunity for self-development, while contributing to the symbolic growth of the organization with my technical, innovative and logical skills.

EDUCATIONAL QUALIFICATION

Qualification	Board/University	Year	Percentage/CGPA
MBA (HR & Marketing)	Poornima University, Jaipur	2016-18	70.25%
B.Sc. in Hospitality & Hotel Administration	IGNOU	2012-15	64.31%
Intermediate	RBSE	2010-11	67.54%
Matriculation	RBSE	2008-09	75.50%

WORK EXPERIENCE

- **Company Name** : Shree Cement Ltd, Beawar (Rajasthan)
- **Designation** : Officer - Human Resource
- **Duration** : June 2018 – Till Present

ROLE:

- Handling **end to end recruitment** for vacant positions which includes:
- Understanding the requirements, preparation of job descriptions, sourcing, screening, interviewing (preliminary & HR), offer/salary negotiations, follow-ups.
- Maintaining - Data Bank of Resumes, Interviewed Candidates Records, and MIS of papers moved for approval of HRC, Interview Planned & Scheduled data.
- Sourcing resumes from Data Bank, HRMS, Naukri Portal & other sources.
- Create Vacancy in HR portal & Interview Call to suitable Candidates.
- Coordination of interviews with HOD/FH till the final round of interview.
- Making Approval Note of Selected Candidates, updating their status in HRMS portal.

TECHNICAL SKILLS

- Proficient in MSOffice.
- Operating Systems: Windows (XP, 7, 8.1, 10), Android.

INDUSTRIAL TRAINING

- **Organization** : Reliance Jio Infocom Ltd, Jaipur
- **Area** : Sales and Marketing
- **Duration** : 2 months (June 2017 - July 2017)
- **Learning** : Building Relationship with Retailers.

TECHNICAL SKILLS

- Proficient in MSOffice.
- **Operating Systems**: Windows (XP, 7, 8.1, 10), Android.

SEMINAR/CONFERENCE

- Attended International conference on 'Trinity of Mudra, Start up India, Stand up India scheme' held at Poornima University in 2017.

HOBBIES

- Net Surfing
- Cycling

STRENGTHS

- Diligent
- Self motivated

PERSONAL DETAILS

- **Father's Name** : Mr. Dhruv Prakash Mishra
- **Date of Birth** : August, 02 1994
- **Nationality** : Indian
- **Maritalstatus** : Unmarried
- **Languages Known** : English & Hindi
- **Address** : Shastri Nagar, Jaipur

DECLARATION

- I hereby declare that the information about me furnished above is complete and true to the best of my knowledge.

Date:

Place: Jaipur

Jitesh Mishra