

CURRICULUM VITAE

Jyoti Shishodia

Ghaziabad-201002

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+91-9899703077

Career Objective

Seeking for an opportunity to utilize my skills set for the growth of organization and career advancement with continuous learning process and keep myself dynamic, visionary and competitive with the changing scenario of the industry.

Academic Qualifications

Indira Gandhi National Open University

- Pursuing Masters in Computer Application

Indira Gandhi National Open University

- Bachelors in Computer Application(Degree)

R.J.S.K.V.

- 10th Passed from CBSE in 2006

R.J.S.K.V.

- 12th Passed from CBSE in 2008

Work Experience

Executive in 3i Infotech from Jan 2016 to April 2016

- Verify the details from the customers who had applied for the RBL Credit card.
- Forward the application forms to process department.
- Take feedback from the customers.
- Part of the Trainings and Seminars.

HR Recruiter in VSG Pvt Ltd. From October 2016 to October 2017

- Shortlist the eligible candidates by using portals like TimesJob and Shine.
- Follow up the candidates.
- Taking first round interview.

HR Recruiter in Splendid quick pros Pvt Ltd From November 2017 to Present

- Shortlist the eligible candidates by using portals like Naukari.com and Monster.com
- Follow up the candidates.
- Taking first round interview.
- Confirming with the candidates their joinings.

Achievements

- Participated and won various outer and inter- school dancing competitions.
- Got Certificate of appreciation from 3i infotech

Technical Skills

- MS Office (MS-Word, Excel, PowerPoint , Outlook)

Core Competencies

- Enthusiastic and hardworking
- Flexible, analytical, innovative, thoughtful and responsible

Hobbies

- Interacting with people
 - Listening to music & watching movies
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Personal Details

Name	Jyoti Shishodia
Father’s Name	Mr. B.S.Chauhan
Date Of Birth	17 th December 1989
Gender	Female
Martial Statues	Married
Nationality	Indian
Languages Known	English, Hindi

DATE :07/11/2017

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