

# RESUME

## SHAILJA

House No-657/1, Street No-01,

New Basti, Devli,

New Delhi - 110062

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## CAREER OBJECTIVE:

- ❖ Interested in working with a repudiated and well managed Organization where my potential is utilized to the fullest, thereby leading to the Organization as well my Career in the Organization.
  - ❖ Seeking a challenging carrier by giving all my skills to my profession and awaiting for a initiative role
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## ACADEMIC QUALIFICATION:

- B.Com Passed from IGNOU.
- 12<sup>TH</sup> Passed from CBSE Board.
- 10<sup>TH</sup> Passed from CBSE Board.

## TECHNICAL QUALIFICATION:

- Basic Knowledge of Computer
- Works in Job Portals ( Naukari, Timesjob Etc).

## PROFILE SUMMARY:

- A focused professional with zeal to make a winning career.
- Endowed with a passion for winning as evinced through excellence in academics & extracurricular areas.
- Abilities in handling the multiple priorities, with a bias for action and genuine interest in personal and profession development.
- Quick learner with ability to work in a team and organize things with optimistic way.
- Excellent communicator with strong analytical & present action skills.

## WORKING EXPERIENCE :

### Superb Enterprises Pvt. Ltd – Delhi ITO – From January-2020.

#### Responsibilities:

- Sourcing/Screening, Short-listing Profiles, Tracking candidates and follow-ups, Processing CV's, Updating/Maintaining Internal database.
- Analyze requirement according to the specifications mentioned by the client.
- Procuring and screening resumes for the current hiring needs of the various clients
- Identifying the right candidate with right skills to match the requirements of the client
- Briefing the candidate about the responsibilities, salary and benefits of the job.
- Organizing interviews for candidates with the client, as requested.
- Informing candidates about the results of the interviews.

### NIIT – Delhi Connaught Palace – From July-2018 to January-2020

#### Responsibilities:

- Conducting Recruitment Analysis, *Sourcing* across all levels & functions through various channels like job portals (Naukri, Linked In, internal job postings etc) & Visiting Collages, Job Fairs, Universities, for Coordination.
- Calling candidates and check there eligibly taking telephonic and Face to Face interviews.
- Negotiation of compensation with candidates at screening and intermediate stages of recruitment.
- Before releasing the offer letter required documents from candidate's end like ( Salary slip , education certificates , I'd proofs ,Joining letter of previous companies )
- Handled complete joining process, release in Offer Letters / Letter of Intent (LOI) & Conducting Induction program for such new candidates.
- Coordinating with managers, operation team regarding interview feedbacks.
- Making the attendance sheet with the help of biometric machine.
- Successfully initiated the rewards and recognition program, motivating employees to perform better.
- If the employee achieve the target in monthly basis, making the list of prize distribution.

Initially I have worked with:-

- RH International as a HR Recruiter for 6 Months.
- Voice BPO India Private Limited as a Tele Caller for 12 Months.

PERSONAL DETAILS:

Date of Birth	: 12 <sup>th</sup> Sept 1998
Fathers Name	: Rajesh Kumar
Nationality	: Indian
Religion	: Hindu
Gender	: Female
Marital Status	: Unmarried
Language Known	: English & Hindi
Permanent Account Number (PAN)	: GZKPK3967F

DECLARATION:

I hereby declare that the above given particulars are true to the best of my knowledge.

Place:

Date :

Signature  
(Shailja)

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