



RESUME

Kanika Grover

Permanent Address: -B-20 Tagore Garden, New Delhi-110027 **Email:**

kanikagrover1920@gmail.com

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CAREER OBJECTIVE

To work in an organization with a professional work driven environment where I can utilise and apply my knowledge, skills which would enhance me as to grow while fulfilling organizational goals.

BASIC ACADEMIC CREDENTIALS

<u>Qualification</u>	<u>Board/University</u>	<u>Year</u>
<i>B.A. Programming</i>	<i>Delhi University</i>	<i>Pursuing</i>
<i>12th</i>	<i>C.B.S.E.</i>	<i>2018</i>
<i>10th</i>	<i>C.B.S.E.</i>	<i>2016</i>

PROFESSIONAL QUALIFICATION

Diploma course in Aviation&Hospitality fromYWCA

Experience

1 year of experience in Yojaka recruitment services

Currently working in Yojaka recruitment services as a recruitment hr

WORK PROFILE

- *Screening candidates*
- *Interview arrangement*
- *ManagingExcel*
- *Client Interaction*
- *Calling candidates*
- *Convincing candidates to appear for the interviews with the client*
- *Operating recruitment portals*
- *Basic recruitment operations*
- *Followups*
- *Hiring for non technical roles*

IT PROFICIENCY

- *MicrosoftWindows*
- *Ms-office*

Mother's Name:-Mrs.Renu Grover

Date of Birth:- 16th October 2000

Sex:- Female

Language Known:-English&Hindi

Marital Status :- Single

Nationality/Religion :-Indian

Interest&Hobbies:-Dancing,Aerobics,listeningmusic&Traveling

DECLARATION *I do hereby declare that the above information is true to the best of my knowledge.*

Place:

Kanika Grover

Date: