

# PRANAMIKA KAUR

## HR RECRUITER

### PERSONAL PROFILE

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Extremely motivated to constantly develop my skills and grow professionally. An independent and self-motivated graduate with 2+ years of experience.

### CONTACT

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New Delhi, India



pranamikadang@gmail.com



9643438953

### SKILLS

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- Team Player
- Quick Learner
- Communication Skills
- Ability to work under pressure
- MS Word
- MS Excel
- MS Power Point
- Active Listener

### WORK EXPERIENCE

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#### **SSSI- Online Tutoring & Academic Consultation Company., HR Recruiter**

MAY 2021-NOV 2021

- Designing and updating job descriptions. Advertise the job openings on social media and job boards.
- Sourcing potential candidates from various platforms (e.g. Naukri, LinkedIn, Indeed and PlacementIndia).
- Connecting the candidates via phone and sharing tests with them accordingly.
- Arranging face to face/ virtual/ telephonic interviews with the respective person.
- Taking feedback of the interviews and the test.
- Send job offer emails and answer queries of the candidates
- Onboarding process

#### **The Rising People Welfare Society, NGO, Internee**

MAY 2021-NOV 2021

- Project Aahar 2.0

#### **High Street Essentials Pvt Ltd, Customer Service Executive**

FEB 2019-NOV 2020

- Providing support to FabAlley/Indya customers via Emails, Calls and Social Media.
- Handling customer grievances and escalations.
- Highlighting gaps, if any, to the relevant department.
- Handling backend tasks.

## LANGUAGES

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- English
- Punjabi
- Hindi

## INTERESTS

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- Listening to Music
- Watching Movies
- Baking
- Dancing

## PERSONAL DETAILS

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- Father's Name: Harbhajan Singh
- Mother's Name: Rupinder Kaur
- Date of Birth: 3rd February, 1997
- Marital Status: Single
- Nationality/Religion: Indian/Sikh

## EDUCATION

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### School of Learning, Delhi University

2015-2018

- ***Bachelor of Commerce***

### Y.M.C.A

11/2016 - 04/2018

- ***Travel Tourism and Airport Handling, Diploma***

### Guru Harkrishan Public School, Vasant Vihar

- ***12th Class*** (2013-2014)
- ***10th Class*** (2011-2012)

## DIPLOMA PROJECTS

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### Tourism of Kerala

- The Project is based on the places one should visit while travelling to Kerala in India. Briefly described its culture, language, best places to visit, dance, music, and many more about its beauty.

### Maps for Air Ticketing.

- The Project is based on the maps of different countries with some of the states marked by its country/state codes.

### Heritage Hotels of Rajasthan

- The Project is based on the facilities provided by them and reason why they are so popular which are located in the cities of Rajasthan.

## CERTIFICATIONS

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- Certificate of completion of Short Online Course on Baking Advance conducted by Senoget Technologies in Feb-Mar'21.
- Certificate of completion of Short Online Course on Chocolate Making Basic conducted by Senoget Technologies in Feb'21.
- Certificate of completion of Online Course on Eggless Baking conducted by Senoget Technologies in Dec'20-Jan'21.
- Certificate of merit for Travelport Basic/Automated Course from YMCA in April'18