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## Brief introduction and career vision

An Enthusiastic, hard-working Person who wants to develop herself as a strong Procurement Professional with some knowledge of inventory and supply chain management, vendor negotiation. I am a good learner and want to have such kind of learning opportunity in my career .I have Punctual and Disciplined attitude with ability to work long hours for finishing work.

## Academics Qualification

<input type="checkbox"/> MBA- (SCM) -Welingker University	2019-2021
<input type="checkbox"/> M.sc (Maths) – DBRAU, Agra	2013-2015
<input type="checkbox"/> B.sc– DBRAU, Agra	2010-2013

## Professional Background

- ☐ Worked in HG Consultancy Aug 19 – Feb 20

### Job Responsibility:

- Understanding and analyzing the client's manpower requirements in different skill set categories.
- Source resumes through various sources of recruitment (social medial, headhunting, other free job portal) and less access of naukri portal.
- Posting of job on the job portals, websites, social media .
- Using sourcing strategie to reach out to a maximum qualified pool of candidate.
- Screening candidates and drawing up shortlists of candidates for clients to interview.
- Organizing interviews and selection events.

## Technical Skill Set

- ☐ Have knowledge of Source to contract process.
- ☐ Experience of maintaining existing client relationship.
- ☐ Excellent problem-solving skills and the ability to meet competing deadlines under pressure while maintaining accuracy and strong attention to detail.
- ☐ Having knowledge of supply chain management concept,MRP,& Erp.
- ☐ sound knowledge about inventory management.
- ☐ Well versed with MS Office (MS Word, MS Excel, MS Power point.
- ☐ Having Knowledge of Mathematical concept , reasoning and logics.
- ☐ Ability to process and understand data quickly.

### Soft Skills

- ☐ Capable of doing multi-tasking quality.
- ☐ Quick Learner.
- ☐ Leadership Quality.
- ☐ Healthy attitude towards work.

### Achievements

- ☐ 1<sup>st</sup> Rank in International mathematics Olympiad in 12<sup>th</sup>.
- ☐ 3<sup>rd</sup> Rank in International mathematics Olympiads in 10<sup>th</sup>

### Hobbies

- ☐ Travelling.
- ☐ Badminton.
- ☐ Handy craft.
- ☐ Making new friends.