



MITALI PANDEY

MANAGEMENT PROFESSIONAL

PERSONAL PROFILE

I am Professional Management student.

SKILLS & ABILITIES

- Motivated, well-disciplined individual
- Finds joy in assisting others
- Knowledgeable in conversational English and Hindi
- Team player
- Team leader

CONTACT INFORMATION

Mobile number: 8512843012
Mitalipandey012@outlook.com
LinkedIn:- [linkedin.com/in/mitali-pandey-aa04341a9](https://www.linkedin.com/in/mitali-pandey-aa04341a9)
Adress- Preet Vihar, New Delhi

WORK EXPERIENCE

Human Resource Executive

SkillsSanta (September 2020 - Present)

- Personally handled clients.
- Handles internal operations to improve the quality of service.
- Hiring candidates.
- Conducting interviews.
- Team lead and Conducting orientation programs of new hiring.
- Headhunting on LinkedIn for generating Leads
- Administrated appropriate company assessment.

INTERNSHIP HISTORY

Human Resource Executive

SkillsSanta (June 2020 - Aug 2020)

- Personally handled clients.
- Handles internal operations to improve the quality of service.
- Hiring candidates.
- Conducting interviews.
- Team lead and Conducting orientation programs of new hiring.
- Administrated appropriate company assessment.

Marketing Intern

TRIEDGE PVT. LTD. (MAY 2020- JULY 2020)

- Collaborating with colleges.
- Handled business Branding on social media .
- Working with vendors to build organization relationships.
- Developing presentations for clients.
- Working on effective marketing communication for business expansion and events.



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Human Resource Executive

Radius Info. Tech. Pvt. Ltd.(May 2019 -July 2019)

- End 2 End Recruitment, Requirement Gathering, Sourcing through Various portals and Social Networks.
- Screening, short listing, Telephonic Discussion about JD, Cold Calling,
- Maintaining Daily records and recruiting strategies in order to attract Candidate.
- Interview Co-ordination with the candidate and client, taking feedback, follow up till joining.

NGO INTERNSHIP HISTORY

Youth Empowerment Foundation (May 2020-July 2020)

- Human Resource Executive
- Hiring new candidates
 - Conducting Orientation Programs for newly hired candidates.
 - Team Leader
 - Generated donation of 1 lakh Rupees in 2 months.

We are Crazy for success Foundation (April 2020-June2020)

- Human Resource Executive
- Headhunting on LinkedIn.
 - Hiring candidates from job Portals.
 - Making policies for company.



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EDUCATIONAL HISTORY

Delhi Metropolitan Education, GGSIPU

Bachelor of Business Management Studies, 2021

Bal Mandir Sr. Sec. School, New Delhi

Senior Secondary Education, Commerce, 2018
Percentile- 76%

BAL MANDIR SR. SEC. SCHOOL, NEW DELHI

Matriculation, 2016
Percentile- 68%

CERTIFICATION COURSES

- Financial Market Course, Shine Projects.
- Effective communication skills and soft skills course , TATA Consultancy Digital Services(TCION).
- Advance Excel, Corporate Finance Institute(CFI).
- Fundamental of Digital Marketing, Google.
- Corporate Accounts Fundamentals, Corporate Finance Institute.