

RITU PARNA PAL

**MBA, HR from Bangalore
University**

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Career Objective-

My goal is to work in a competitive setup where I can utilize my functional knowledge and skills to contribute to achieving the company's goals and target.

Career Contour-

Idias Unlimited, Panchkula, Haryana //Nov'19 to present// HR Recruiter

Conneqt Business Solutions Limited, Bangalore, Karnataka //Oct'18 to Mar'19// HR Recruiter

Roles & Responsibilities:

- Responsible for end-to-end recruitment process in both IT and ITES.
- Proficient in recruiting candidates from all level Junior Level to Senior Level.
- Analyze various job applications and filtered candidates through telephonic or walk-in.
- Quality analysis like Screening and Short listing of resumes from job portals (Naukri, Monster, Freshersworld, TimesJobs, LinkedIn etc..)
- Interview scheduling, following up with candidates till joining.
- Maintaining of Excel Sheet of all the candidates.
- Posses excellent communications and interpersonal skills.

Educational Qualification-

DEGREE	NAME OF INSTITUTION	BOARD / UNIVERSITY	YEAR OF PASSING	AGGREGATE (%)
MBA	SB College Of Management Studies	Bangalore University	2018	70%
B.Sc	Durgapur College Of Commerce and Science	Burdwan University	2015	47%
12 th	Bankura Hindu High School	WBBHSE	2012	45%
10 th	Vivekananda Shiksha Niketan High School	WBBSE	2010	61%

Achievements-

- Awarded as Star Performer of the Month for Oct 2018

Academic Projects-

- A study on customer satisfaction in buying diesel cars with reference to Maruti Suzuki, Bankura, West Bengal (MBA 3rd Sem) under guidance of Principal B.Parvathi Devi
- A study on work-life balance of women nurses with special reference to Omega Multispeciality Hospital, Bangalore (MBA 4th Sem) under guidance of Principal B.Parvathi Devi.

Technical Skill-

- Proficiency in using MS-Excel, Word and Power Point
- Web & Social Skills

Certification-

- Certificate in Digital Marketing by ABBS, Bangalore
- Certificate in Logistics by SBCMS, Bangalore

Industry Exposure-

- Industry visit at Coca-Cola.
- Industry visit at Toyota.
- Industry visit at Karnataka Soaps and Detergents Limited.
- Industry visit at Federal Mogul.

Seminars-

- Expanding Horizons Of Knowledge & Employment
- 4K Makeup Technology
- Making Management Studies Matter
- Digital Marketing
- Barclays

Field Of Interest –

- Human Resource
- Marketing

Strengths-

- Leadership Quality
- Problem solving ability
- Self-motivating
- Ability to deal with pressure.

Extra-Curricular Activities-

- Coordinator of sports and cultural events in SBCMS
- Volunteer of Youth For Seva

Hobbies –

- Photography
- Painting
- Explore new places

Declaration –

I hereby declare that the information and facts furnished above are true and correct to the best of my knowledge and belief.

Date –

Place –

RITU PARNA PAL