



SUMEDHA THAKUR

32/11 PANT NAGAR, JANGPURA, NEW DELHI- 110014.



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Summary

Having professional experience in manpower recruitment. Profile sourcing with the use of Naukri portal, internal references, head hunting, LinkedIn, etc.

Career Objective

Looking for a responsible position to gain good experience and to expand my learnings, knowledge and skills. Being a disciplined, hardworking individual and a quick learner, I wish to develop more grounded skill set, improve my job capabilities and grow individually.



Work Experience

SINCE FEBRUARY 2021 – TILL DATE : VHR PROFESSIONALS, DELHI AS A HUMAN RESOURCE EXECUTIVE.

Roles and Responsibilities :

- Sourcing the candidates through head hunting, initial Screening, and searching the profiles on different web portals like- Naukri, Professionals networking websites like LinkedIn and references.
- Responsible for handling end-to-end recruitment for the industries like- FMCG (Fast moving consumer goods), textile and apparel, sports manufacturing, eye lenses and spectacles, helmet manufacturing companies, etc.
- Taking care of manufacturing industry vacancies for PAN India.
- Responsible for full understanding of Client requirements in order to source, screen and assess the top quality candidates for current and future hiring needs.
- Handling requirements directly with multiple clients and working with them on a one on one basis.
- Shortlist the relevant profiles based on the Job description.
- Understanding and briefing the company profile, JD's, Roles and Responsibilities to the candidate.
- First level filtering of candidates through telephonic interviews and submission of shortlisted profiles to the clients and arranging the technical round of interview or facilitating them for either Telephonic / Face to Face round or via Video Conferencing.
- Negotiating salary with applicant while balancing the clients offered compensation package or as per the company norms.
- Making offer letters to be released to the selected candidates and managing joining formalities like Following-Up, interacting with candidates and the Managers till the candidate's date of joining.
- Keep a track of selected Employee due dates and ensure that timely completion of letter like acceptance of Offer Letter & Appointment Letter, Resignation from current employer, and joining date.

- ▶ Managing relationship with clients & candidates to ensure smooth on-boarding.
- ▶ Basically full life cycle recruiting from screening to selection Sourcing, Interviewing, Negotiating, and Closing.

Internship

- One month of experience of working with Ashray Welfare and Charitable Society (NGO) in teaching different activities to students.
- Fifteen days of experience of working with Bloombuzz (An online media startup) as a Brand Promoter.
- One month of working experience with Shivalaya Academy as a Human Resource Management Intern.

Computer Skills

- ▶ Basic knowledge of computer.
- ▶ MS Office (Word, Excel, Power-point, Outlook)



Education & Credentials

- ▶ MBA/ PGDM in Human Resource Management (HRM) from Narsee Monjee Institute of Management Studies (NMIMS) in 2022 (Pursuing).
- ▶ Under graduation in B.A Programme from P.G.D.A.V College of Delhi University (Regular) in 2020.
- ▶ Class 12th from Lady Irwin School in 2017.
- ▶ Class 10th from Lady Irwin School in 2015.

Additional Details

- ▶ **Achievements:** Participated and won a trophy for the “**Best Female Singer**” at school level in 2017.
- ▶ **Hobbies:** Travelling, Reading books, playing guitar, singing.



Personal Details

Date of Birth: 17th November, 1999.
Languages Known: English, Hindi and Sign Language.
Address: 32/11 Pant Nagar, Jangpura, New Delhi- 110014.
Marital Status: Unmarried.
Father's Name: **Mr. Lalit Thakur**
Father's Occupation: **Section Officer (Department of Economic Affairs) in Ministry of Finance under Central Government of India.**

Declaration

I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.