

# Durgesh Kumar Mishra

## **Hr Recruiter-Profuse hr Consultancy**

New Delhi, Delhi

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8178921501

1. i. Sourcing The Candidate From The Portal

ii. Recruitment And Selection Process

iii. Screening & Interviewing Candidates

iv. Taking Interviews of the Candidates over the Phone and Also In Order To Check Their Communication skills And Job Profiles They Are Looking For.

Willing to relocate to: Delhi, Delhi - Noida, Uttar Pradesh - Lucknow, Uttar Pradesh

## Work Experience

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### **HR Recruiter**

Profuse Hr Consultancy - Delhi,Ncr

February 2018 to Present

Ø Worked Exp : Profuse Hr Consultancy As Hr Recruiter

Date Of Joining From, 02nd July 18 To 16 Sept 2020

Ø Worked Exp :- Archit Enterprises As Hr Recruiter

Date Of Joining From, 14 Feb 2018 To 31 June 2018

Roles And Responsibilities:

i. Sourcing The Candidate From The Portal

ii. Recruitment And Selection Process

iii. Screening & Interviewing Candidates

iv. Taking Interviews of the Candidates over the Phone and Also In Order To Check Their Communication skills And Job Profiles They Are Looking For.

v. Selecting Candidates For All Positions And Keeping a Regular Follow Up with Candidates For Their Joining And Offer Letter Status.

vi. Pre And Post Follow-Ups With Candidates

vii. Background Verification

viii. Maintaining Datasheet Of Callings, Shortlisted, Selected And Offer & Drop Candidates

ix. Hands On Jobs Portals Like Naukri.portals, Shine.com Monster.com LinkedIn

x. Hiring For Different Profiles Such as, Dot Net Developer,Java Developer,Mean Stack Developer,Lead Engineer, Fund Accounting, Backend, Accounting Executive, Business Development Executive, Business Development Managers, Voice Profile, Sale Officer, ,SEO,Commercial Vehical Loan Profile,Deputy Branch Manager,Branch Manager,Home Loas,Business Loan,Privilege Banker, Debt Collection Manager

Ø Admin Responsibility

Coordination With Recruitment/Office Team

Daily Sending Recruitment Tracker, Report To The Superiors

Handle All Company Vendor Portal & All Company Tracker  
Knowledge:- Payroll & HR Operations:  
Knowledge of Statutory  
Compliances (EPF, ESIC, Gratuity, Bonus)

## Education

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### **Bachelor of Business Administration in Business Administration**

Hamdard University  
2015

### **Master of Business Administration in Business Administration**

Amity University