

CONTACT ME AT



sanghmitrarathore297@gmail.com



+91 9602266492



linkedin.com/in/sanghmitra-rathore

SKILLS

- Recruitment
- Sourcing
- Scheduling
- Performance Management
- Employee Relations
- Screening
- Microsoft Office
- Applicant Tracking System

EXTRACURRICULARS

- Participated in 35th Youth Festival (West Zone), Uka Tarsadia University (2019-2020)
- Winner of Skit Competition, Inter Collegiate Cultural Competition, MDSU, Ajmer (2019)
- Award for "Excellence in Vocal Music", Birla Balika Vidyapeeth, Pilani (2017)
- Award for "Excellent Debating Skills" at National Verbal Duel, JK Laxmipat University, Jaipur (2016-17)
- Attended NCC Republic Day Camp 2013, Delhi Cantonment
- Participated in Prime Minister's Rally 2013, Delhi Cantonment

INTERESTS



Chess



Swimming



Reading

SANGHMITRA RATHORE

WORK EXPERIENCE

Associate Recruiter

Udayy, Skorion Technologies Private Limited, Gurugram | June 2021 - Present

- Identify qualified candidate profiles using various sourcing techniques.
- Communicate with prospects via phone and email to schedule interviews and answer general queries.
- Conduct video interviews for screening and selection of candidates.
- Conduct orientation about the work structure and pay-off structure.
- Maintain candidate databases via Applicant Tracking System.
- Work closely with the Co-Founder in streamlining the recruitment process.
- Work with team members one-on-one to assess and enhance employee performance and satisfaction.

English Teacher

Durga Public School, Pilani | April 2020 - March 2021

- Conducted Spoken English classes for Primary and Secondary grades.
- Responsible for ensuring that all students fully comprehended the taught curriculum and provided support to the students who needed extra guidance.
- Conducted Parent-Teacher Meetings

Clinical Psychology Intern

Gaur Mental Health Clinic, Ajmer | Feb 2020 - Feb 2020

- Conducted Mental Status Examinations of the clients.
- Helped with the preparation and updates of clinical reports on clients' progress.
- Assisted in the diagnosis of psychological, emotional, and behavioral disorders of clients.

Marketing Intern

Big Five Career Technologies, Ajmer | Dec 2019 - Jan 2020

- Researched and developed creative content for social media handles to promote the brand in the market.
- Conducted Career Awareness workshops at various schools and colleges for students.
- Engaged in developing marketing strategies to reach the target audience.
- Actively participated in one-on-one interaction with students.

EDUCATIONAL QUALIFICATIONS

Sophia Girls' College, Ajmer

Bachelor of Arts | 67.5% | 2017-2020

- Studied Psychology, Political Science and English Literature

Birla Balika Vidyapeeth, Pilani

Senior Secondary School (CBSE) | 85.6% | 2017

- Studied Psychology, English, Political Science, Economics, Home Science & Hindustani Classical Vocal Music

Birla Balika Vidyapeeth, Pilani

Secondary School (CBSE) | 7.6 CGPA | 2015

PROJECTS

- Descriptive Study on "Exploring The Emotional Quotient and Attachment Style in Young Adults based on their Family Type"
- Developed a psychological measure to assess the "Attitude towards working women in India"