



## **Ravina**

### **HR Executive cum Recruiter**

*Create a environment to improve organizational productivity and accomplish organizational goals while gaining knowledge to improve self. Self-Profile A survivor by nature having an ability to adapt to the environment I belong to. Ability to create positive vibes around me and gel into the team while able to learn and lead. Inherent potential to manage and handle things with ease and utmost patience. Ready to take responsibility.*

✉ khanravina517@gmail.com

☎ 8930318326

📍 House no.101E GALI No 8 Guru Angad Nagar,  
Laxmi Nagar East Delhi, 110092

## **Work Experience**

### **Shree Pawan Multinational Private Limited**

*As a Human Resources (HR) Executive*

*03-09-2020 – Present*

*Nirman Vihar, East Delhi, India*

### **AR Healthcare**

*Sales and services of biomedical equipment's*

*As a Data Entry Operator*

*Period 01-05-2019 to 31-03-2020*

*New Delhi, India*

## **Education**

### **10th Passed by CBSE**

Malviya Shiksha Sadan Sonipat Haryana

Year 2013–2014

*Sonipat, Haryana India*

### **12th Passed by CBSE**

Malviya Shiksha Sadan Sonipat Haryana

Year 2015–2016

*Sonipat, Haryana India*

### **Graduation (BBA)**

Hindu Girl's College (MDU)

Year 2017

*Sonipat, Haryana India*

### **M.B.A (Pursuing)**

Matu Ram Institute of Engineering & Management (MDU)

*Rohtak, Haryana, India*

## **Training & Internship**

- *Internship from CJ Store Marketing & Front Executive Section.*
- *Internship form LUDIFU in HR Department*

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## **Responsibility**

- *Reviewing resumes and applications*
- *Conducting recruitment interviews and providing the necessary inputs during the hiring process*
- *Working with recruitment agencies to source for candidates for specific job positions*
- *Conducting review of existing resources & identifying gap*
- *Communicating and explaining the organization's HR policies to the employee.*
- *Developing job description & advertisements for various channels to source candidates*
- *Conducting telephonic & face to face conversations to identify relevant candidates*
- *Interviewing candidates & shortlisting for further process*
- *Preparation of necessary documents involved in recruitment process*
- *Negotiating with candidates on remuneration as prescribed by client*
- *Conducting all the tasks to on board the recruited candidates.*
- *Preparing all the relevant reports related to recruitment and timely submission to client's stakeholder*
- *Assisting HR team in any of the day to day operations*

## **Technical Skills**

- *Basic use of computer*
- *35+ typing speed*
- *Internet*
- *Microsoft Word,*
- *Excel*
- *PowerPoint.*
- *Tech savvy with the ability to quickly learn new software and hardware attributes*

## **Expertise**

- *Maintain office files*
- *Answer phones*
- *Prepared documents for data entry*
- *Data entry and order processing*
- *Recorded all tasks and activities*
- *Researched further information for incomplete documents.*
- *Account records management*
- *Scan documents into database*
- *Maintain complete activity logs and prepare reports*
- *Adjusted settings for format, page layout, line spacing, and other style requirements.*
- *Performed other clerical duties such as, sorting and distributing mail, running errands or sending faxes*

## **Personal Profile**

- |   |                |   |                    |
|---|----------------|---|--------------------|
| ➤ | Father's Name  | : | Alijan             |
| ➤ | Date of Birth  | : | 06 September, 1999 |
| ➤ | Gender         | : | Female             |
| ➤ | Marital Status | : | Unmarried          |
| ➤ | Nationality    | : | Indian             |
| ➤ | Language       | : | English, Hindi     |

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## **Deceleration**

I hereby declare that all above-mentioned information is in accordance with fact or truth up to my knowledge and I bear the responsibilities for the correctness of the above mentioned particulars.

**Date: -**

**Place: -**

**(RAVINA)**

**Permanent Address:**

Indian colony, Gali No, 3,  
Gohana Road Bypass Sonipat  
Haryana- 131001