

Pooja Rana

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Experience

Company- XDBS

(April 2019 – May 2020)

Designation- Sr. Demand Generation Executive

Responsibilities

- Contact discovery and its quality assurance.
- Proposing white paper and business documents to the prospects.
- Developing and maintaining the prospect database.
- Lead generating campaigns via telephone and email.
- Contact discovery from social networking sites (Linkedin, Zoominfo, Bloomberg, Hoovers).
- Research assignments primarily focused on B2B prospects to call them and convince them to participate in our research surveys and capture responses over the phone.

Company- Rubicon Skills Development Pvt Ltd

(May 2018 - Nov 2018)

Designation- Sourcing specialist/Talent Acquisition

Responsibilities

- Source the candidates from different job portals like Indeed, Naukri, Monster, etc.
- Telling the candidates about the job openings and scheduling their face to face interview.
- Taking telephonic round before lining up.
- Taking first round/screening of the candidate.
- Mass mailing and job posting on online portals.
- Did recruitment for lateral hiring, profiles like Recruiting Managers, Trainers and Team leaders.
- Making proper JD for the profiles.
- Maintaining the tracker for record and sending daily reports.

Educational Qualification

PGDM (HR &Marketing)	MILE- Management Institute of Leadership and Excellence	 LEXICON M.I.L.E. Management Institute of Leadership and Excellence	65%
B.Sc (h) Physics	Rajdhani College (University of Delhi)		67%
Class XII – CBSE	Kendriya Vidyalaya		73%
Class X – CBSE	Kendriya Vidyalaya		76%

Positions & Responsibilities

External event committee Member

Encouraging active participation of students in events outside the college. Gaining sponsor's attention for annual fest and marketing of college fest, organize cultural events in college.

House Captain

Maintained discipline in the school, handled team of prefects and was an intermediate between students and the management.

Extra Curricular Activities

- Won prizes in calligraphy writing, drawing competition at school and college
- Participated in Olympiads at school level
- Member of Eco-club in School
- Member of Neurotics society in college
- Volunteer of dream girl foundation
- Certificate in German language

Personal Details

Name- Pooja Rana

Father's Name- Mr. VP Rana

Mother's Name- Mrs. Sudesh Rana

Permanent Address- H.No - 14 VPO Siraspur Delhi- 110042

DOB- 6/6/1993

Marital Status- Unmarried

Language known- English,Hindi