**Back side of KV staff quarter,danipali**

**Sambalpur,Odisha**

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Priyanka singh

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| **Objective** | A person with an experience of management, motivational and convincing skills. With an objective to pursue a successful career in an esteemed organization, that utilizes my skills and working capability for its advancement and at the same time fasten my growth, professionally and personally. |
| **Skills & Abilities** | * Management Skills * Motivational Skills * Active Skills * Communication Skills * Customer Service * Interpersonal Skills * Problem Solving Skills * Microsoft office * C language, Java * Animation * AutoCAD * CCNA |
| **Education** | St joseph’s convent higher secondary schoolvikash the concept school Higher Secondary with PCM-CS gangadhar meher university B.Com with accounting Honours |
| **certificates** | * **2017** PGDCA * **2018**  Tally * **2018** CCNA * **2018** Ethical Hacking(EH) * **2018** Network Penetration Testing * **2018** Web Application Performance Testing |
| **work experience****Languages** | Working as an Technical Recruiter cum Office-Coordinator at ISOAH Data Securities Pvt Ltd. It is a Cyber Security based company.   * **Work role involves:** * Assist human resources in escorting clients to various departments, explaining rules and answering common questions. * Handle different enquiries of parents, students. * Handle ofiice work which includes maintain the staffs, creating a good environment in the office, paperwork. * Work with hiring managers and staff members to coordinate starting dates and orientation. * Conducted phone and in person interviews, reviewed resumes and evaluated candidates to find the most qualified IT professional for client's requirements. * Responsible for continuously updating and maintaining recruiter database for daily activity pipeline management and forecasting data. * Performed detailed and thorough reference checks, reviewed candidates qualifications to meet customer's requirements and business initiatives. * Schedule initial interviews and follow up interviews for successful candidates.   Source candidates through database mining, Internet searches, direct sourcing, job fairs, community conferences and internal referrals.  English Proficient  Hindi Proficient  Oriya Proficient |
| **interests** | Exploring new technologiesBook worms who loves to read novels Cooking, Dancing |
| **extras** | Having ideas of different places as i love exploring places though. |