**CURRICULAM – VITAE**

**SHEELA BHARTI**

**Email ID** [**– sheelabharti1@gmail.com**](mailto:–sheelabharti1@gmail.com)

**Contact no** - 08820449969 / 09163568009

**CAREER OBJECTIVE :-**

**To pursue a career in an esteemed organization holding a responsible position which would enhance my skills to work in competitive environment and carve a winning edge for the organization.**

**EXPERIENCE :-**

**Name of** **Organization:** Zedpoint Management Services Pvt. Ltd.

**Tenure :**  Nov15 to till date

**Designation :** HR Executive Recruitment

**Responsibility:**

* Looking after end to end Recruitment process as per clients requirements.
* Searching, screening and short listing CVs of the candidates through job portals ( Naukari , LinkedIn ).
* Initial screening of the candidates through telephonic.
* Lining up the candidates for interview
* Maintaining and updating the MIS.
* Mass Mailing
* Bulk hiring

**Name of** **Organization:** Companion Placements

**Tenure :**  June 2014 – Nov 2015

**Designation :** HR Executive

**Responsibility:**

* Looking after end to end Recruitment process as per clients requirements.
* Searching, screening and short listing CVs of the candidates through job portals ( Naukari , Timesjob ,Shine ) .
* Initial screening of the candidates through telephonic or face to face interview.
* Lining up the candidates for interview by co ordinating with both the clients and candidates.
* Co-ordinating with the client and candidate till the offer letter is issued to the candidate .
* Maintaining and updating the MIS.
* Posting ads on job portals

**Computer Knowledge :**

* MS-Word, MS-Excel, MS-Power Point, Internet Access, Email, Out Look, Scanning

**Academic Qualifications:-**

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| --- | --- | --- | --- |
| Degree | Institute/University | Discipline | Year of Passing |
| MBA | E.I.I.L.M | Marketing/HRM | 2012 |
| Graduation | St Paul’s College , Ranchi , Ranchi University | BA (English Hons) | 2009 |
| Higher Secondary | Visthapit Mahavidyalaya , Balidih , Jharkhand Academic Council , Ranchi | Science | 2005 |
| Secondary | D .A. V. Public .School | General | 2002 |

**Project undertaken:-**

External Project

* Project Title – Concept Marketing
* Organization – Future Learning and Development Limited (Future Group)

Duration – 50 Days

**Industrial Visit:-**

* Industrial visit to Exide Industries Limited, Haldia, West Bengal.

**Co-curricular Activities:-**

* Participated in “Vibgyor: Harmonize the hues” for Human Resource Training & Development , organized by EIILM on April 2011
* Taught Children in T.L.F {Towards Life Foundation} Organization, run by E.I.I.L.M.

**Interests :-**

* Listening to music

**Personal :-**

* Date of Birth : 30th September 1986
* Guardian’s name : Chinta Mani Mahto
* Languages Known :
* English
* Hindi

**Present Address : -** C\O Kaveri Bose ,

36/H,2nd floor , Girish Mukherjee Road,

Bhawanipur , Kolkata -700025

Permanent Address:- D\O – C.M. Mahto

Sec - 4 E,Qr no- 3217,St – 8,

Bokaro Steel City,Jharkhand,

Pin Code – 827004

DATE:

PLACE: SIGNATURE OF THE CANDIDATE: