**CURRICULUM VITAE**

**Sadhana Keshri**

**Date of Birth: 17.03.1990**

**Present Address: 46 Valley Park, Sreerampur Road, Garia, Kolkata 700084.**

**Permanent Address:** **A Block D/172, Khutadih, Sonari, Jamshedpur 831011.**

**Contact No: 9007033524, 8443095535**

**Email Id:** **sadhnax007@gmail.com**

**Synopsis**

* A result-oriented Human Resource professional with 2 years experience in Recruitment in a reputed Company as a HR Consultant.
* Presently working with CAREER POINT placement consultancy as HR Recruiter.
* Presently responsible for Inhouse Recruitment through a Train & Hire model offered by CAREER POINT placement consultancy.
* Experience & Expertise in RECRUITMENT Process.
* An effective communicator with excellent interpersonal & relationship management skills.

**EXPERIENCE:**

1. **Currently Working with CAREER POINT PLACEMENT CONSULTANCY, Kolkata.**

**CAREER POINT placement consultancy** started operations in 1998 as recruitment and training institute.

**CAREER POINT**  focuses on verticals like Pharma & FMCG only.

**Designation: H.R. Recruiter (handling pharmaceuticals and FMCG companies)**

**Duration: From 31st Jan 2015 to till date.**

**Job Responsibilities:-**

* Getting vacancy details from employers
* Taking their telephonic round of Interviews.
* Matching candidates to jobs to build a pool of potential applicants
* Mobilising human resource from various sources like head hunting, advertising, references & existing databank and web portals like Naukri.
* Screening, short listing & validating the candidates according to client specification.
* Building relationships with employers and job seekers
* Meeting targets for vacancies filled and people placed
* Conduct thorough Reference and Background checks for selected candidates on behalf of the client.
* Keeping records and negotiating fee
* At sometime taking face to face interviews and on the basis of that selecting the proper candidates.
* Handling Documentation and Reference check of the Joining person.
* Was responsible for the Recruitment of HR recruiter of the company.

**LANGUAGE:** English&Hindi.

**EDUCATION:-**

* **2012-2014: Completed MBA in HR & Marketing specialization from International Institute of Business Studies Kolkata and PGPBM in retail management**
* **2009-2012: Completed BBA from Sikkim Manipal University.**

**TRAINING**

**PROJECTS**

**NJ INDIA INVEST PVT LTD**

**From November'13 – January'14**

**Designation: Winter Trainee – HR (Recruitment)**

**Responsibilities:**

* **Sourcing of relevant CVs from portals/ Campus**
* **Lining up candidates for the interview/ Aptitude Test**
* **Initial screening of candidates**
* **Coordinating with the interviewer and scheduling for the interviews**
* **Report management**

**Name of the Project Guide :** Mr. Santi Kumar Khangembam

**Skills &Expertise:** Microsoft Office (MS Office (Word, Excel, PowerPoint,Outlook)

Proficient in Computer and Internet Application

**Personal Details:**

Name: Sadhana Keshri

Father’s Name:Mr Bishnu Shankar Keshri

Father’s Occupation: Businessman

Mother’s Name: Mrs Kanchan Keshri

Mother’s Occupation: Home-Maker

Marital Status: Unmarried.

**Hobbies:** Listening to music,Cooking,Travelling&Interacting with people.

**Declaration:**

All the above provided information is true to my knowledge.

Dated: Thanking You,

Sadhana Keshri