**SARABJEET KAUR**

**Email id – sarabjeetkaur1002@gmail.com**

**Contact Info : 8130500475, 8376876194**

***Seeking a long term career in the area of Human Resources where I can utilize my knowledge and experience to grow with the organization. With an experience of working in high pressure and intense situations, have always kept my core concentration on achievement of results, for me timely achieved target without compromising on quality is all matters****.*

**PROFILE**

* **MBA** professional with 1 year of experience in Human Resources.
* Possess excellent interpersonal, communication skills and have hands on experience in Human Resources.

**WORK EXPEREINCE**

**IFFCO eBazar Limited, Saket Public Relations Executive August’16 – November’18**

***Job Profile*:**

* Managing the complete recruitment life-cycle for sourcing best talent.
* Planning human resource requirements in consultation with heads of different functional and operational areas and conduct selection interviews.
* Handling all the functions from employee joining to leaving formalities.
* Conducting interviews and coordinating the selection process.
* Managing the on-boarding process for new starters.
* Making the joining documents of new employees and maintaining the records of employees.
* Conveying the Policies and rules to the employees.
* Tracking the daily attendance and leave of the employees.
* Impeccable written and oral communication skills.

**KNOWLEDGE PREVIEW**

***Human Resource***

* Sourcing best talent for organisation.
* Extensive use of internet for finding candidates.
* Handling selection process.

**Internships Experience**

*News Channels*

*Janta TV, Moti Nagar Output department intern 2015*

* Editing of news stories.
* Writing headlines for news stories.
* Writing news stories for special programme.

Sadhna News, Noida *Output department intern 2014*

* Editing of news stories.
* Writing headlines for news stories.
* Writing news stories for special programme.

***Public Relations***

**Indian Farmers Fertiliser Cooperative Limited Public Relations Intern June’ 14 – July’ 14**

* Media Monitoring.
* Updating media list.
* Writing milestone of the company.

***News Agency***

**United News of India Editor Intern June’ 14**

* Editing of news stories
* Making Capsules
* Media Monitoring

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| **PROJECTS UNDERTAKEN** |

**Television Commercial -** Pizza Hut (less than 1 min)

Worked on the concept, story and shoot for a college assignment.

**Research –** IFFCO Social Media : Taking it to another level

Worked on a research project for College Assignment.

**ACADEMIC QUALIFICATION**

**MBA (Marketing**) BVIMR (University of Pune, School of Distance Learning) 2017 70% (Aggregate)

**DBJCC** Guru Gobind Singh College of Commerce (University of Delhi) 2016 65% (Aggregate)

**BJMC** Vivekananda Institute of Professional Studies (IPU) 2015 75% (Aggregate)

**12th (Commerce)** SKV, New Delhi 2012 74%

**10th CBSE** S.Jassa Singh Ramgarhia Public School, New Delhi 2010 7.0 CGPA

**PERSONAL DETAILS**

**Date of Birth:** 10th February, 1994

**Gender: Female**

**Nationality: Indian**

**Languages known: English and Hindi**

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.

**Place: New Delhi**

**Date: 24-04-2019 (SARABJEET KAUR)**