**KAJOL POSWAL**

Sector 29, Faridabad, Haryana-121002

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**Career Objective:**

Seeking for challenging positions in Human Resource Management with a reputed organization. To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective and to have a prolific and rewarding

career built on hard work, dedication and expertise by being a part of a reputed organization

where my capabilities are recognized and ample opportunities are extended to enhance future career prospect

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**Education:**

* MBA in HR from Amity University Noida (Distance Learning) 2015-2017
* B.A. (Human Resource Management) from College of Vocational Studies Delhi (University of Delhi) 63.70% 2014.
* 12th from Kendriya Vidhalaya Faridabad (CBSE) passed in 2011 with 66%.
* 10th from Kendriya Vidhalaya Faridabad (CBSE) passed in 2009 with 57.40%.

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**Profile Summary:**

* Working as HR Admin and Front Office Executive in **Vantage Immigration Consultancy pvt. Ltd.**(July 2017 - till present ) in  New Delhi.
* Trainee Associate Recruitment at **Dash Career Fox Pvt. Ltd.** (August 2014 to October 2014) in New Delhi.
* Outstanding front office clerical abilities including typing and answering phones.Familiar with all MS Office applications including Word and Excel ,ability to resolve client or guest issues in a timely courteous manner.
* Excellent relationship-building and communications skills.Strong time management skills
* Ability to work varying shifts
* Talent recruitment and acquisition professional with experience developing and executing recruiting plans within both agency and in-house settings. Manage all phases of full-cycle recruiting, from initial sourcing and screening through offer negotiations, placement and onboarding. Creatively source high-caliber candidates by leveraging recruiting software, social media, cold calling and employee referrals.
* Knowledge of executing HR processes; possess an ability to relate and build a harmonious relationship with people across all the hierarchical levels in the organization.
* Excellent team player with strong analytical, leadership and organizational skills.
* Ability in learning new concepts quickly, working well under   pressure and communicating ideas clearly
* Capable of maintaining harmonious employee relations among management and workers through efficient administration processes.
* Been proactive and focused as a student and professional.

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**Skill Set:**

**Platforms:** Microsoft Windows (XP), Vista, 7 and 8 and 10

**Package:** Microsoft office 2007, 10 and 2013

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**Extracurricular Activities:**

* Acted as Class representative for 2 years at KV Faridabad.
* Actively participated in College fest.https://lh4.googleusercontent.com/Ecq-fi2ADr9ja4cBUxvPhk8TIj5-nF71M92Vb-mP1fE8VbStGDuiDz0Rg8baL44MrQNvc70N-KjupqrJIiGTQy86sVm_Hq5mSCGHd43Vdi1DmunXMhKO2a3EBIiHkEJRx67QJcqU6GeEjKZfuA

**Personal Details:**

Name: Kajol Poswal

Father’s Name: Mr. Satish Kumar Poswal Mother’s Name: Mrs. Neena

Marital Status: Single

DOB: 25- Nov- 1993

Language Known: Hindi & English Nationality: Indian

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I hereby declare that all details furnished are true to the best of my knowledge. I am aware that the company can use this data for verification purposes and any material inconsistency identified would have a bearing on my employment, based upon company policies.

**Name: Kajol Poswal Place: Faridabad**