**RESUME**

**Harpreet Kaur**

**Mobile:** 8527578551 / 8505971437

**Email**:harpreet48saini@gmail.com

**Career Objective:**

To obtain employment, I would welcome a rewarding and challenging job that not only involves my current skills, but will hopefully help me acquire some new ones.

**Academic Credentials:**

**Educational Qualifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| **MBA in HR** | **Swami Vivekanand Subharti University (Meerut)** | **Pursuing** | **2018-2020** |
| **Graduated B.COM(H)** | **GGSIPU** | **60%** | **2014-17** |
| **Standard 12th** | **CBSE Board** | **70%** | **2014** |
| **Standard 10th** | **CBSE Board** | **54%** | **2012** |

**Professional Synopsis**

**Dream Job Services–** Kalkaji

**Recruitment Executive**

April2018 till date

I have been working with Dream Job Services since 9th April 2018 as a **Recruitment Executive**.

**Key Responsibility Areas**

•Receiving the requirements from our clients.

• Doing job posting, Mass mailing, Surfing database

• Interacting with clients and candidates.

• Sending suitable profiles of candidates that matches with the requirement of the client.

• Conducting a telephonic interview to gauge the candidates profile with the requirement.

• Scheduling the interview of the candidates when short-listed for interview.

• Keeping track of the same and following up with the client.

• Studying different profiles pertaining to different skills of candidates.

• Coordinating with the top management regarding the target set and allocation of individual

targets.

• Performing end to end recruitment (advertisement or posting ads, sourcing, screening, and

references, negotiating and closing).

• Planning & closing the requirement within specified time frames.

• Conducting initial interviews by phone to determine experience and skill level.

• Negotiating salaries/rate with candidates and negotiating pay rates with subcontracting

companies on employment activity Conducting exit interviews on terminating employees.

**Non Technical Skills:**

* Good Communication Skills.
* Quick Learner
* Friendly and approachable personality.
* Positive attitude towards work.

**Extra Curriculum:**

* Involved in various cultural and sports activities held at School and College level.

**Personal Dossier:**

**Name:** Harpreet Kaur

**Father’s Name:** Mr Sukhdev Singh

**Date of Birth:** 7th April 1996

**Contact No.** 8527578551 / 8505971437

**Permanent Address:** 548/6 Govind Puri , Kalkaji 110019

**Linguistic Versatility:** English,Hindi ,Punjabi

**Declaration**

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place:

Date:

**(HARPREET KAUR )**