# JAGRITI SEHGAL

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## OBJECTIVE:

* To attain a responsible position where my abilities & potential are utilized to optimum satisfaction.

**March 2017 – Dec 2019 Sr. HR Executive** in **S2A Consultancy Services Pvt. Ltd.**

•Working for clients like IT, Non IT, Automobile, Finance & Product based company.

•Handling End to End Recruitment (IT & Non – IT Domain).

•Interacting with the hiring managers to understand the job Requirements as well as take help of search portals and candidates to understand specifications.

•Applied Sourcing methods to find the right candidates by leveraging different tools like internal database, job portals (Naukri, Monster and Times) Social networking like LinkedIn and internal referrals.

•Screening the Profiles.

•Gathering information about candidates (Work Experience, present and expected compensation, location/ relocation information, work authorisation status, notice period, availability for interview, etc.)

•Salary Positioning, offer negotiation & timely closure of positions & candidates.

•Conducting preliminary round of interviews of candidates before sending their profile to the client by meeting them face to face or telephonic round of interview.

•Collecting feedback from interviewers and informing the candidates on the same.

•Scheduling the interviews & arranging for walk-in-drives.

• Prepare offer Letter , company Proposal, Invoice & Database Maintenance.

•Good team player & skilled at multi- tasking

**Aug-2015 to Feb-2016 HR Executive Beta Edge Innovation Pvt. Ltd.**

**Responsibilities**

* Design and implement overall recruiting stagy
* Develop and update job descriptions and job specifications
* Perform job and task analysis to **document job requirements** and objectives
* **Screen candidates resume an job applications**
* **Conduct interviews** using various reliable personnel selection
* Assess applicants’ relevant knowledge, skills, experience and aptitude.
* Provide analytical and well documented to rest of the team
* Act as a point and build influential candidate relationship during the selection process.

**Jul-2013 to Feb-2014Computer Operator/Data Entry Operator Food corporation of India**

**Responsibilities**

* Work with **online E- Library software Granthyalaya** maintains& update database.
* Prepared **documents for data entry**.
* Verified, updated and corrected source documents.
* Entered data into designated database and forms.
* Recorded all tasks and activities.
* Routed data to appropriate staff.
* Researched and retrieved requested data.
* Use to design PowerPoint presentation.

Educational Qualification

* M.C.A from IGNOU through Correspondence Completed 2014.
* B.A (Programme) from Delhi University (Regular) 2010 through Lakshmbai College.
* Diploma in Information Technology from LBSTI 2011.
* Passed 10+2 from C.B.S.E. in the year 2007.
* Passed 10th from C.B.S.E. in the year 2005.

Technical Qualification

* **Operating Systems Knows:** Windows 98, XP, 7, 8, 10.
* **Application Software:** Microsoft Office Word, Microsoft Office Excel, Microsoft Office Power point, Microsoft Outlook.
* **Language:** HTML, DHTML, Java Script, Asp.net with C#, C, C++.
* **Database:** SQL Server 2008(data creation, data joining, data defragmentation, data normalization), MY SQL.

Project Undertaken

**PROJECT 1:**

Title: **Online Admission system**

Project: MCA

Team Size: 1

Role played: **Analysis, Developer and Tester**.

Environment: Asp.net with C#, SQL Server 2005, windows

Duration: **January 2013 –June 2013**

* Requirement gathering and analysis.
* Coding and Testing.
* Integrating IT with other Module.

**PROJECT 2:**

Title: **Online Customer Query Tracker Solution**

Project: MCA

Team Size: 1

Role played: **Analysis, Developer and Tester**.

Environment: Asp.net with C#, SQL Server 2008, windows

Duration: **January 2014 –June 2014**

* Requirement gathering and analysis.
* Coding and Testing.
* Integrating IT with other Module.

**CORE COMPETENCIES**

* Ability to identify and implement the best practices from one industry to another.
* Proven strength in problem solving and analysis.
* Skilled at data analysis & interpretation for business solution and development.
* Good communication skills, coordination and self-motivating.

#### PERSONAL DETAILS

Father’s Name : Mr. Anil Kumar

Address : A- 45 Gurmandi, Near Rana Partap Bagh,Delhi-7

Marital status : Single

Date of Birth : 15-08-1989

Language Known : English, Hindi and Punjabi

Place : Delhi.

Date: …… /……../……. **(Jagriti Sehgal)**