Sarva Pal

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# Profile Snapshot

* Having 1+ year of experience as HR Associate.
* Wealth of expertise in Recruitment, Induction and Employee engagement.
* Proficient in recruiting candidates from all levels Junior Level to Senior Level.
* Oversees daily operations of the HR department.
* Experience in coordinating interviews with company interview panel and clients etc.
* Experience in supporting Line managers through the full cycle recruitment.
* Worked with major clients like SAPIENT, WIPRO, PWC, INFOSYS, L&T.
* An effective communicator with excellent relationship management, interpersonal and negotiation skills.

# Experience

## TALENT ACQUISITION ASSOCIATE | AWC SOFTWARE PVT LTD | JULY’19 - PRESENT

* Job posting and Sourcing candidates from various job portals, taking interview and final processing.
* Maintaining relationships with both internal and external clients to ensure staffing goals are achieved.
* Taking care of the joining formalities and documentation, maintaining the employee files and background verification of the employees.
* Planning and conducting Induction of the newly joined employees by coordinating with the Internal Trainer and Head of the Departments.
* Conducting monthly Achievers Day Program for motivating the employees.

## HR RECRUITER | FIRSTCALL HRESOURCE PVT LTD | FEB’19 – MAY’19

* Job posting and Sourcing candidates from various job portals, taking interview and final processing.
* Performing in-person and phone interviews with candidates.
* Performing reference and background checks.
* Following up on the interview process status
* Communicating employer information and benefits during screening process
* Issuing Appointment Letter to the newly joined employees.

# Professional Projects Undertaken

## OUTLOOK GROUP OF MAGAZINES(DIGITAL MARKETING)| DELHI | JUNE’18 –JULY’18

* Study of Job Satisfaction among employees in OUTLOOK GROUP.
* Generate sales and increased revenue for the company by approaching customers to renew their existing customers or sell it to new ones
* Objective was to analyze the Conversation Rate Optimization through Digital Marketing at Outlook
* Along with generating sales and analyzing the CRO, assisted customers with their complaints and helped them to address their concern to the management.

## ON THE JOB TRAINING | BIG BAZAAR, RAVE MOTI, KANPUR | JAN’18 & AUG’18

* Have created awareness among customers regarding Future Pay Wallet.
* Convinced them to install that Application in their Smartphones.
* Worked as Marketing Promoter in Footwear section of Fashion Big Bazaar.

# Academic Qualifications

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| **Qualification** | **Institution** | **Performance** |
| MBA (2017-19) | Pranveer Singh Institute of technology, Kanpur (U.P.) | 71.2% |
| BSC (2014-2017) | Chhatrapati Shahu Ji Maharaj University (CSJMU), Kanpur | 50.5% |
| Higher Secondary School (2012-13) | St. Xavier’s Sr. Secondary, Hardoi | 67.0% |
| Secondary Education (2010-11) | St. Xavier’s High School, Hardoi | 7.2 CGPA |

**Personal Details**

Date of birth : 09 April 1997

Marital Status : Single

Father’s Name : Mr. Badam Singh Pal

Languages Known : Hindi, English

Permanent Address : Bank Colony Behind Kali Devi Temple, Kannauj (U.P.), 209725

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