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| Objective *During my degree I successfully combined my studieswith work, showing myself to be self-motivated,*  *organized and capable of working under pressure. I*  *have a practical approach to problem solving and adrive to see things through to completion. I enjoy*  *working on my own initiative or in a team. In short, I am reliable, hardworking and eager to learn new tasks.* personality  * Communicative * Punctuality * Creativity * Organized  software skills  * Microsoft Word * Microsoft PowerPoint * Microsoft Excel * Html * .net * SAP  languages  * English * Hindi  Hobbies  * Sports (Badminton and Athletics) * Dance * Drawing | |  | | --- | | | sHVETTIrOY81@GMAIL.COM i |  Educationbachelors of TECHNOLOGY(cse)• TULAS INSTITUTE A graduate degree in computer science stream which includes design and development with 7.0 CGPA. schooling • delhi public school, haridwarskills  * Strategic thinking * Listening and learning skill * Professional report writing and presentation * Data analysis and valuation * Verbal and written communication * Teamwork and problem solving * General and people management  works and acheivement  * 2nd prize in quiz related to computer knowledge at college   Level   * Completed training at BHEL in software development cycle. * Best dancer award at college level   **EXPERIENCE**   1. **Altezzasys system private ltd-aug 2017 toapril 2018** 2. **Stratosphere it services Pvt Ltd since May 2018 to July 2019** 3. **Currently working with Techbrawn since aug 2019.**   Roles and Responsibilities:-   1. Sourcing resumes through job portals like Naukri, Monster etc. 2. Job posting, Mass mails, etc 3. Screening Resumes 4. Scheduling Interview 5. Collecting Documents from Candidates 6. Salary Negotiation 7. Continuous follow-up with the candidates till they join with us 8. Releasing Offer letter to shortlisted Candidate 9. Conducting first round of Interview. 10. Handling Admin related task. 11. Giving Induction to New joinee 12. Documents Verification 13. End to End Recruitment. |
| personal details |  |

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