Tamanna Narwal

Contact no: +91 9205503252

Email: narwaltamanna1@gmail.com

**CAREER OBJECTIVE:**

To work with an organization that gives me the opportunity to learn and grow.

**PROFESSIONAL SUMMARY:**

* Expertise in IT hiring of mid level to seniors Levels across PAN India location.
* Understanding the requirement of the client with respect to technical and general aspects.
* Position download/ understanding, ad and Job posting, mass mailing on different job portals like- Naukri, Shine, Times Job etc.
* Performing Basic Responsibilities- Gathering information about candidates (Work experience, present and expected compensation, location/relocation information, work authorization status, Notice Period, availability for the interview etc.
* Arranging face-to-face, telephonic and video conference round interviews of the shortlisted candidates regular follow-up till closures as well as effectively coordinating the entire hiring/recruitment process to make the event success.
* Responsible for preparing daily, monthly and quarterly reports on various aspects like Daily Tracker, Joining Trackers, Interview schedule trackers, Cycle Time, Job Requisition, Offer Decline etc.
* Experienced in coordinating in walk-ins/ recruitment drives.

**EXPERIENCE:**

* Currently working as **IT Recruiter** in **Spectra Consulting** from **October 2017 to till now.**

**ACADEMIC RECORD:**

* **Masters of Arts (Economics) Pursuing**

Laxmi Bai College, Delhi University, New Delhi

* **Bachelors of Arts . (2014-2017)**

Syama Prasad Mukherji College, Delhi University, New Delhi

* **Senior School Certificate Examination (2014)**

CBSE Board, New Delhi

Aggregate Percentage **82%**

* **Secondary School Examination (2012)**
* CBSE Board, New Delhi

**7.6 CGPA**

**Certification :**

* O’Level Certification from NIELIT, New Delhi.
* Macc Certified in Graphic Designing.

**ACHIEVMENTS:**

Won **Best Talent Award** and **Most Regular Student** of the Year

**PERSONAL INFORMATION:**

**Name** : Tamanna Narwal

**Father’s Name**  : Mr. CP Narwal

**Date of Birth** : 10th April, 1997

**Gender** : Female

**Nationality** : Indian

**Marital Status** : Single/Unmarried

**Languages Known** : English, Hindi

**Present Location :** New Delhi

**Declaration:**

I hereby confirm that the details given above are true to the best of my knowledge and belief.

**Tamanna Narwal**