**CURRICULUM VITAE**

**TANYA**

**Mobile No: 9599843731**

**E-mail:** [rajputtanya947@gmail.com](mailto:rajputtanya947@gmail.com)

**Careers Objective**

To excel in my field of expertise there by providing the best of my efforts in to the professionally managed organization, this allows me to expand upon my knowledge and skills by contributing in the best way to perform extra ordinary well.

**Academic Qualification**

Masters passed from IGNOU 2020.

Graduation passed from DELHI UNIVERSITY 2017.

12th Passed from CBSE Board, Delhi in 2014.

10th Passed from CBSE Board, Delhi in 2012.

**Professional Qualification**

Basic knowledge of computer.

Case work, social investigation report

**Internship**

2 month experience in case work. Group work and counselling in CWC case in under **Agape Blessed Foundation.**

**Work Experience**

**Get India Pvt Ltd.** Recruitment farm as a **HR Recruiter from**  **jun 2018 to oct 2018.**

**Roles and Responsibilities**

* Resourcing, screening and short listing resumes through various job portals.
* Short listing the resumes based on the job requirement.
* Conducting telephone and Personal interviews with the HR Manager & Department heads.

Last working in **Best It Quest Consultancy** as a **Recruitment Executive** from mar **2019 to feb 2020.**

**Roles and Responsibilities**

* Partnering with hiring managers to determine staffing needs
* Screening resumes
* Performing in-person and phone interviews with candidates
* Coordinating interviews with the hiring managers
* Following up on the interview process status
* Maintaining relationships with both internal and external clients to ensure staffing goals are achieves.

**Personality Outlook**

Keen in learning new things and interacting new people.

Good Interpersonal and relations skills.

Like to face Challenges.

**Personal Details**

**Father’s Name** : Mr. Dina Nath Singh

**Date of Birth** : 5th July 1995

**Nationality** : Indian

**Languages Known:** Hindi & English

**Sex**  : Female

**Marital Status** : Single

**Hobbies** : Listening to music, Traveling etc.

**Present Address** : Q 70 Sector -4 Pushp Vihar, New Delhi- 110017

**Declaration**

I declare that the information given above is true and complete to the best of my knowledge.

**Place:**

**Date:**

**(TANYA)**