RESUME

**SWATI**

##### H-427 Raj Nagar – II Palam Colony

New Delhi 110045

Email-:- dhingaan.swati@gmail.com

Contact No: -**91-9891512622 , 9667905154**

##### carreer objective

To work progressively to accomplish the company’s objectives subsequent level and growth with seen hard work, honesty and passion.

#### **Education**

* 10th Passed from CBSE Board.
* 12th Passed from CBSE Board.
* Pursuing B.com from DU.

#### **PROFESSIONAL Education**

Diploma in Human Resources Management from IIEST (MSME)

#### **WORK EXPERIENCE**

**Company Name**:-

TheRecruit™ –A Social Recruitment Co. (6Dec,2016 to 6May,2017)

* **Position:**-HR Intern
* **About The Company:-**TheRecruit™, a Social Recruitment Company is one of India's largest Digital Platform for Opportunities
* **Description:-**
* Handling End To End Recruitment.
* Arrange Telephonic Interview Round.
* Handling Talent Pipelining.
* Handling Talent Engagement
* Doing Recruitment By Using Social Media
* Handling Other HR Activities.

**Company Name**:-

Miric Biotech Ltd.(4th DEC, 2017 to May 2018)

* **Position**:-HR Executive
* **About The Company:-**Miric Biotech ltd dealing with Ayurveda to extend modern bio science. Miric Biotech limited are reputed for their unique quality products.
* **Description**:-
* Taking interview through Skype & hangout
* Maintain manger list of minimum 20-30 managers
* Giving training of new appointee managers in our area supervised by me
* Handling Other HR Activities.
* 6-8 HR executive working under by me

**Company Name**:-

LS Hireman OPC Consulting Pvt. Ltd (Sep, 2018 to March, 2020)

* **Position:**-HR Executive
* **About The Company:-** We are a job Consultant based at New Delhi and we are hire for top manufacturing industries... Top job consultant in India.

* **Description:-**
* Handlings End To End Recruitment for Manufacturing Companies.
* Arrange Telephonic Interview Round.
* Handling Existing clients & Making New Clients also.
* Coordination’s with HR’s.
* Handling Talent Pipelining.
* Handling Talent Engagement
* Doing Recruitment By Using Social Media
* Handling Other HR Activities
* Handling HR Interns.
* Handling Office Managements & Leave Managements.

**EXPERTISE IN:**

* HR coordinator and Admin.
* Handling Interview Round till beginning to end
* Payroll, Tally &Ms office
* Social Media Marketing

#### **HOBBIES/INTERESTS**

Listing music

Dancing

Public Dealing, interacting with persons.

Surfing on Net

#### **STRENGHTS**

Positive attitude

Initiative

Dedication to Job

Believing team work

Take Decision Under difficult situation.

Quick learner

Innovative

**PERSONAL INFORMATION:-**

Father’s Name : Mr.Surinder

Sex : Female

Marital Status : Unmarried

Date of Birth : 31 Dec 1995

Languages Known : Hindi, English

Nationality : Indian

Hobbies : Listening Music

**DECLARATION**

I solemnly declare that all the above information given is true to the best of my knowledge & belief.

**Date: \_\_\_\_\_\_\_\_\_**

**Place: \_\_\_\_\_\_\_\_\_\_ (SWATI)**