**GeetA Anand**

**Phone:-+91-8287166252 Email:-Geetgeetu143gmail.com**

**CAREER OBJECTIVE**

To grow along with the organization and become a professional and effectively contributing towards the goal of the organization.

**WORK SUMMARY**

***Currently working with IHRS INDIA Pvt. Ltd***

Recruitment Associate from 1st Oct 2018 to till Date

***Client:-***

**Hiring for Mphasis, Incedo, Virtusa Consulting, KPMG, EY, BCG IT, Banking, Software Domain across all the levels**

* Getting the requirement from the stake holder and work accordingly
* Source and recruit candidates by using job portals, vendors ,referrals
* Screen candidates resumes and job applications
* Taking the initial round of interview (Telephonic & Personal round)
* Knowledge of posting jobs, Mass Mailing on job portal
* Following upon the interview process status
* Prepare and maintain the interview tracker on individual basis
* Handling end to end *recruitment* process

**EDUCATIONAL QUALIFICATION**

* B.A from Delhi University 2019
* 12th from SKV Malviya Nagar, New Delhi
* 10th From SKV Malviya Nagar, New Delhi

**HOBBIES**

1. Listening Music
2. Dancing.

**PERSONAL DETAILS**

Father’s Name: Late Dhanpal Anand

DOB : 16.Nov.1996

Address : H.No-85, Press Enclave, Malviya Nagar New Delhi-110017

Declaration: - I hereby declare the above said information is correct and true to best of my knowledge

Place:

Date: