**RÉSUMÉ**

**Meghna Sarkar**

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**Career Objective**

To get a job in a reputed firm that would further provide me career development opportunities & enhance my knowledge & skills.

**Professional Experience**

Currently working as an **Consultant** at **Gobarefoot- One Stop Platform for Development Sector** from April 2020- Till Now

* Handling positions for various Non IT clients in recruiting Entry Level to Senior Management Level
* Searching candidates on the employment portals like LinkedIn, Naukri.com and others for the job postings
* Develop and maintain existing client relationships.
* Meeting Non IT organizations for business development and recruitment projects
* Interact and correspond with potential clients.
* Pitching the clients and candidates about the company’s Portal and bringing them on board
* Managing interns and guiding them on business research
* Invoice generation for the clients and feedback follow-up

Worked as an **Consultant** at **Careerist Management Consultancy Pvt. Ltd.** from June 2018- March 2020

* Handling positions for various Non IT clients in recruiting Entry Level to Senior Management Level
* Searching candidates on the employment portals like LinkedIn, Naukri.com and others for the job postings
* Develop and maintain existing client relationships
* Interact and correspond with potential clients
* Completion of mandate within the assigned timeline given by the client
* Invoice generation for the clients and feedback follow-up

**Professional Achievement-**

* Awarded as quarterly top recruiter for April- June 2019
* Awarded as half yearly top recruiter for April- September 2019

Worked as an **Associate Consultant** at **Barefoot International Pvt. Ltd**. from February 2017 – January 2018

* Meeting Non Profit organizations for business development
* Searching candidates on the employment portals like LinkedIn, Naukri.com and Monster.com for the job postings
* Develop and maintain existing client relationships.
* Interact and correspond with potential clients.
* Sending mails to the clients about the new services
* Interact and correspond with potential clients.
* Address client queries and concerns within the assigned timeline.
* Plan and assign work to the interns.

Worked as a **Management Trainee** at **Barefoot International Pvt. Ltd.** from February 2016 to January 2017

* Pitching the clients about the company’s Portal and bringing them on board
* Registering the intrested clients on the Portal
* Sending mails to the clients about the new services
* Interact and correspond with potential clients.
* Address client queries and concerns within the assigned timeline.
* Plan and assign work to the interns.

Worked as an **Intern** in **Liaison department at Govt. of West Bengal** from June 2014 to July 2014

* Part of the Mango Mela management team
* Closely involved in the day to day operational jobs
* Made PR kits for different media organizations

Worked as an **Intern** Journalist at **Millennium Post** (daily newspaper) from June 2013 to July 2013

* Worked with the art and culture team
* Coordinated with media persons and event person for the respective stories

**Educational Qualifications**

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| --- | --- | --- |
| **Academic Qualification** | **Year of Passing** | **Percentage** |
| Masters of Mass Communication (2nd Year) from Guru Jambeshwar University, Hisar, Haryana | 2017 | 71% |
| Post-Graduation Diploma in Public Relations from Bharatiya Vidya Bhavan, Delhi | 2016 | 1st Division |
| Graduated in BJ(MC) from Madhu Bala Institute of Communication & Electronic Media, Guru Gobind Singh Indraprastha University, Delhi | 2015 | 77% |
| Passed Intermediate from CBSE Board, Lady Irwin Sr. Sec. School ( New Delhi ) | 2010 | 75% |
| Passed High School from CBSE Board, Lady Irwin Sr. Sec. School (New Delhi) | 2008 | 70% |

**Competencies:**

* Computer Skills:

MS Word, MS Excel, Power Point.

* Communication:

Strong communication and networking skills within and outside the organization.

* Team Work:

Having high spirit of team work

* Adaptability:

Having quality to adapt with new happenings, related to technical as well as official issues. Ability to adapt and work under pressure.

* Healthy enabling environment:

Creating and maintaining healthy enabling environment with the other staffs in office.

**PERSONAL DATA**

Father’s Name : Late Bishwajeet Sarkar

Date of Birth : 1st August 1992