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**CURRICULUM VITAE**

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**RASHIKA JAISWAL H. No. 355, Gail No. 3**

**Sahibabad – 201 005**

**Dist. Ghaziabad (U.P.)**

**Mob. No. 9958908349**

**E-mail:rashikajaiswal3@gmail.com**

***Career Objective:-***

Looking for a long association with people oriented organization where individual skills, talent, honest and hard working are acknowledged and conducive work environment is provided.

Date of Birth : 21 September, 1993

Sex : Female

Father’s Name : Mr. Ram Das Jaiswal

Marital Status : Unmarried

## ***Educational Qualifications:-***

1. 10th Passed from U P Board in ( 2009)
2. 10+2 passed from U P Board in ( 2011)

# ***Professional Qualification:-***

1. B.A passed from C.C.S University (2014)

2 MBA completed from Sikkim Manipal University (2016)

***Working Experience;-***

Two months experienced as HR Executive with Caring millions pvt ltd

***Key Responsibilities:-***

* Reviewing resumes and applications. Screening candidates by conducting telephonic interview.
* Lining up interviews.
* Understanding job responsibilities and drafting job description accordingly and get approved by the concerned person.
* Sourcing CV’s from various portals, referencing & Company’s Own database Job portals Shine.com, and networking tools such as LinkedIn’s.
* Preparing Interview letter and Completing joining formalities and documentation.
* Assist with day to day operations of the HR functions and duties.
* Maintaining files of employees and documentation.
* Maintaining and updating the database of the candidates.
* Responsible for HR interviews, Salary Negotiations, Grade and Salary fitment.

# ***Computer Skills:-***

1. Application Package : MS Word, MS Excel, MS Power Point, MS Front Page

# ***Languages Known:-***

English

|  |  |  |
| --- | --- | --- |
| Read | Write | Speak |

Hindi

|  |  |  |
| --- | --- | --- |
| Read | Write | Speak |

***Hobbies:***

Listening to Music, Watching TV

***Declaration:-***

I do hereby declare that the above given statements are true and correct to the best of my knowledge.

**Place: Sahibabad**

**Date**  **(RASHIKA JAISWAL)**