# Amanpreet Kaur Khurana

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# OBJECTIVE

To join that company in which I can gain nice exposure and learn good skills, so, I can grow professionally.

# PROFESSIONAL EXPERIENCE

**Manzil HR Services as HR Recruiter**

**Responsibilities:**

1. Searching suitable candidates for BFSI and non- BFSI/NBFC clients.
2. Performing End-to-end recruitment process for our office also by searching suitable candidates for the HR Recruiter, BDE- Corporate Sales, Team Handling posts.
3. Recruitment Techniques- Headhunting, References, Rotation among existing data, Job Postings, Mailer, bulk messaging, etc.
4. Softwares used- Naukri portal, RecruitX, TalentNow, MS- excel, MS- Access, Business Whatsapp and Gmail.

# EDUCATION

**Masters of Business Administration May 2019**

**Gitarattan International Business School, Delhi (Affiliated to GGSIPU, Delhi)**

Specialization: Major- HR, Minor- IB Percentage: 65%

# Bachelor of Technology July 2017

**K.R. Mangalam University, Gurugram**

Specialization: ECE Percentage: 64.7%

# Higher Secondary May 2012

**Gyan Mandir Public School, CBSE, Delhi**

Percentage: 58.8%

# Matriculation May 2010

**Gyan Mandir Public School, CBSE, Delhi**

Percentage: 68.4%

# INTERNSHIP EXPERIENCE

**Manzil HR Services as Summer Trainee (HR) June – July 2018 Role:**

End-to-end recruitment process which starts from searching the CVs (through Naukri portal) to the regular follow-up.

# OTHER

**Computer Skills** MS Word

**Languages** Reading, Speaking, and Writing proficiency in Hindi and English

I hereby declare that the above furnished information is true to the best of my knowledge and belief.

# Date: Signature of the Candidate

**Place: Delhi**