***RESUME***

KOMAL MEENU

***Registration No:*** 1503370038/MBA/RKGIT

***E-mail*:** choudharykomal1010@gmail.com

***Phone*:** +91-8860045360

**Specialization:** Human Resource and Marketing

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| **EDUCATIONAL QUALIFICATIONS** | | | | |
| **Exam** | **Year** | **University/Board** | **College** | **Marks** |
| M.B.A | 2015-17 | APJAKTU,LUCKNOW | RKGIT,GHAZIABAD | 77% |
| B.Com | 2012-15 | CCSU,MEERUT | R.C.C.V COLLEGE GHAZIABAD | 60% |
| 12th | 2012 | CBSE BOARD | J.K.G SENIOR SECONDARY SCHOOL GHAZAIABD | First Class |
| 10th | 2009 | CBSE BOARD | J.K.G SENIOR SECONDARY SCHOOL GHAZAIABD | First Class |

**PROFESSIONAL SKILLS & KNOWLEDGE:**

* **Operating Systems:**
  + Window 98/2000/XP/vista/7
  + Java
* **Language Known:** English(SRW),Hindi(SRW)

**PROFESSIONAL EXPERIENCE:**

* Working as a HR Recruiter at “Masterwort Consulting Pvt. Ltd.” Since August 2017 to December 2017.
* **Key Result Area:** 
  + Responsible for screening resumes to determine the candidate’s requirement.
  + Performing in – person and phone interviews with candidates.
  + Performing reference and background checks.
  + Following up on the interview process status.
  + Completingtimely reports on employment activityp
  + Coordinating interviews with higher managers.
  + Administering appropriate company assessments.

**SUMMER TRAINING EXPERIENCE:**

* **Name of the company :** Mindseye consultant pvt Ltd , New Delhi
* **Area of study :** Human Resource
* **Topic :** Recruitment and Selection
* **Duration of the Project :** 45 days (09 june 2016 to 22 july 2016)
* **Summary:-** Here I have learnt the recruitment and selection procedure by using various portals like naukri.com,monster.com and to search or headhunt people whose skill fits into the company and study the various sources of recruitment followed in **MINDSEYE CONSULTANT PVT. LTD,New Delhi.**

**PROJECT:**

**DEPARTMENT OF MANAGEMENT STUDIES,RKGIT**

**IMPACT OF SOCIAL MOBILITY OVER THE CHANGE IN INTRINSIC AND EXTRINSIC TREAITS OF WORKING YOUTH**

The aim of this Project is to recognizing different types of the traits and workers in order to effectively motivate them.Youths are much more sensitive to their relationship with their manager and the atmosphere surrounding the company rather than the materialistic goods.The Project help me to identify the physical, intelectual, moral, social and emotional capabilities of the workers working in the organiozation.

**INDUSTRIAL VISITS:**

* Industrial visit at **MOTHER DAIRY,New Delhi.**
* Industrial visit at **PARLE**,**Ghaziabad.**
* Industrial visit at **YAKULT** in Sonipat,Haryana.

**PERSONAL SKILLS:**

* Result Oriented
* Leadership Quality
* Effective Communication Skills
* Problem Solving Skills
* Highly motivated

**Extra-Curricular Activities :**

* Participated in various cultural programs in school.
* Actively participated in craft making competition during schooling.
* Active participant of cultural festival of my college.

**STRENGTHS**

* Well-organized, Quick learner and self-motivated.
* Ability to Plan, Prioritize my work and meet deadlines.
* A Positive Attitude towards change.

**HOBBIES**

* Cooking
* Crafting
* Badminton

**PERSONAL DETAILS**

Father’s Name **:** MITTHAN LAL

Date of Birth **:** 10/10/1994

Marital Status **:** Single

Nationality **:** Indian

Residental Address **:** L-235,Sector-12,Pratap Vihar,

Ghaziabad,UP-201009

**DECLARATION**

I, hereby, declare that the information given above is true to the best of my knowledge.

DATE: -

Place:-Signature of candidate