**Phone: 9729698859(Self) Email: khyanaprava19@gmail.com**

**Career Summary**  
  
-MBA – HR with 4 year of work experience in end to end recruitment.   
-Excellent communication and interpersonal skills.  
-Highly self-motivated candidate who loves new challenges and take a creative approach to solve them.   
  
**Personal Qualities**  
-Quick Learner  
-Analytical thinking and problem so lying  
-Solution oriented  
-Ability to work under pressure  
  
**Work Experience**  
**# Currently Working At Ostrich consultant India Pvt Ltd As a Recruitment**

**# Navodaya Placement Service Pvt Ltd.(Division Of NS Group )As a HR Manager(Recruitment) cum Business development**

**# Anant Learning and development As a HR Executive (Recruitment).  
  
Job Responsibilities**

1. **Maintaining database of prospective candidates.**
2. **Sourcing talent through Job portals.**
3. **Scrutinizing, prescreening &tale-interviewing the candidate.**
4. **Scheduling &coordinating the interview between Candidate & Client.**
5. **Taking feedback after interview.**
6. **Job Porting & Bulk Mailing**
7. **Tie –up New Client.**
8. **Issue offer letter and Welcome letter**
9. **Exit Formality.**

**Clients:-**

**Studds, Nippon Paints, OYO, HIL, Vivo India, Syscom Packaging, NS Group,** **Jubilant Food, Varun Beverage,**

**Verticals:-**

**Sales (Channel Sales-B2C, Corporate Sales-B2B, Retail Sales, Institutional Sales, Enterprise Sales, Project Sales)**

**Others**

**Service, Accounts & Finance, HR & Admin, Purchase Engineer , Marketing & Advertising, Import & Export, Logistics & SCM, Hospitality, Travel Consultant, Event Manager, Promoter,**

**Positions:**

**Junior level to Senior Level (Sales Officer to Vertical Head)**  
**Academic Qualifications**

**Education:**

-MBA (Human Resource) with 80% marks from Tamil nadu Open University in 2014.  
-BBA. With 70% marks from Tamil nadu open University in 2012.

**DTS (Diploma in Tourism study)**

Discipline : Ts-1 +Ts-2 +Ts3+Ts-6

Project : Tourism Marketing

University : IGNOU

**Course:**

**1. DFA (Diploma in Financial Accounting) In NeXT COMPUTER Education**.

**2. Programming (C++, c, VB)In NeXT COMPUTER Education**

**3. DCP (DIPLOMA IN COMPUTER PROGRAMMING. (C, C++, FOXPRO, JAVA) DHTML/HTML IN Think PLUS COMPUTER EDUCATION**

**Personal Details**  
  
Date of Birth: 25. Jan.1989

Address: D/no-1/18/448

Shyam Nagar colony

Lane no-1

Allalpur chowk

Palwal

Haryana

121103  
**Languages Known**: English, Bengali, Hindi, and Odiya

**Declaration**

**I hereby declare that all the data and information provided above are true and correct to the best of my knowledge and I hold responsible myself for any irregularities if found.**

**Khyanaprava Mohanty**