**GARIMA RANA**

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| EDUCATION  **IILM COLLEGE OF MANAGEMENT STUDIES, GREATER NOIDA, U.P**   * Pursuing Post Graduate Diploma in Management Studies, 2015-2017   **DELHI UNIVERSITY SCHOOL OF OPEN LEARNING**   * B.Com, School of Open Learning, Delhi 2012-2015   **SCHOOL**   * Class XII, Little Fairy Public School, Delhi 2010-2012 * Class X, Little Fairy Public School, Delhi 2009-2010   SUMMER TRAINING PROGRAM  Larsen & Toubro  Job Title: Recruitment & Selection, HR Operation (5thMay to 5thJuly) 2016)  Learnings at Larsen & Toubro  Recruitment & Selection:   * Shortlisting candidates for Recruitment, Calling Candidates ,Scheduling Candidates Interview, prepare offer and acceptance letter of the employee, scheduling induction programme, Make a summary Evaluation sheet of the HR training program.   Operation:   * Employee attendance handling, Filing all the documents of the joining to exit employee,Organised three training programs with my company mentor (well foundation technique , Behavioural &,financial training program), Make offer and acceptance letter of the employees.   Work Experience (1stMarch 2017 to 7May 2017)  GCMS(global consultancy and management solution)  Designation-HR Recruiter  Roles & Responsibilities- sourcing, calling, recruiting, entry to exit formalities, maintaining trackers, take regular follow ups with the candidates.  ACADEMIC PROJECT  Qumest Lacto Solution   * This business is about dairy firm, procurement of milk from market, processing and refining, conversion of milk, profit maximization.   LEADERSHIP EXPERIENCE  **AT SCHOOL & COLLEGE LEVEL**   * Coordinated Face Painting competition held in college annual fest “Mosaic 15” * Member of core creative team responsible for designing brochure & posters * Organized various events at school level   **SKILLS:**   * Flexible Approach * Time Management * Good listening skills   **INTEREST:**   * SPORTS: Badminton & Table tennis * Listening music * Travelling     REFERENCES  Prof. Vinay Chirania  IILM Graduate School of Management, Greater Noida Ph.+91- 9929010635, Email: [vinay chirania@iilmgsm.ac.in](mailto:vinay%20chirania@iilmgsm.ac.in) |