**JAYA DAWAR**

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**PROFESSIONAL EXPERIENCE**

**Rural Management Consultants Pvt. Ltd HR Consultant March 2015 till Present**

**Key Responsibilities**

* Drive the recruitment process across Food and Agriculture Sector.
* Headhunting and networking of the candidates based on priority for middle and senior level positions.
* Understanding the client requirements thoroughly and then developing a suitable search strategy to source candidates for middle and senior mandates.
* Maintaining strong database on various skills sets and using these databases as sourcing tools to map and then identify a set of potential candidates for the assignments
* Conducting preliminary interviews with candidates to ascertain their competencies, skills and aspirations (based on work, position, salary and ability to relocate etc.)
* Scheduling final interviews with the Line Managers and follow-up on the feedbacks.
* Close follow-up on the resumes forwarded to the client.

**INTERNSHIP/LIVE PROJECTS**

**Lemon Tree Hotels, New Delhi HR Trainee June 2014 to August 2014**

**Key Responsibilities**

* Participated in recruitment of Speaking and Hearing Impaired People
* Conducted Month End parties for Employees appreciation.
* Carried out FRESH EYE for taking up feedback from new employees.
* Conducted regular employee counseling and employee engagement activities

**Project**

* CSR Initiatives: hiring of people with disability at lemon tree hotels ltd.

**ACADEMIC QUALIFICATIONS**

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| --- | --- | --- | --- |
| Course | Year | Institute/University | Percentage |
| MBA(HR) | 2015 | Delhi Institute of Advanced Studies, Guru Gobind Singh Indraprastha University | 82 |
| BBE | 2012 | Bhim Rao Ambedkar College, University of Delhi | 61 |
| Class XII | 2009 | Lovely Public Senior Secondary School, CBSE Board | 88 |
| Class X | 2007 | Lovely Public Senior Secondary School, CBSE Board | 83 |

**EXTRA CURRICULAR ACHIEVEMENTS**

* Won 2nd prize in singing at zonal and district level.
* Active participation in cultural events at school level.
* Organized the First business economics fest “RADIANCE’ 12”
* Conducted COGNITO 2013 summer internship project report competition.
* Anchored the annual cultural festival of IP university ANUGOONJ 2014

**POSITIONS OF RESPONSIBILITIES**

* Member of DIAS Student Industry Interface Forum 2013-2015.
  + Conducted placement drives within the college
  + Conducted corporate visits inviting colleges for placement
* Member of DIAS Cultural Committee
  + Organized various events at “ECSTASY 2014”

**SKILLS**

* Strong teamwork skills and leadership qualities.
* Excellent communication and interpersonal skills.
* Proficiency in MS office.
* Good knowledge of internet.

**PERSONAL INFORMATION**

Father’s Name : Mr. Vijay Dawar  
Date of Birth : May 18, 1992

Marital Status : Unmarried  
Nationality : Indian   
Sex : Female  
Languages Known : Hindi, English

Hobbies : Reading books, Listening music, Playing badminton and Singing

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