**Ekta Chandra Srivastava**

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**Summary**

I am a smart worker, have the capability to handle everything single-handed. I have experience working on different sectors and for different level of positions.

I have a good knowledge and expertise handling middle level and senior level positions.

Have exposure working on different domains like Healthcare, Insurance, BPO, Marketing, IT Infrastructure, Fashion, Legal, HR, and IT. Have dealt with positions like SEO, Graphic designers, Network Admin, Asst. Manager, Branch Managers, SharePoint Developer, Xamarin Developer, Business Intelligence, GM, DGM, Head of the Departments, CEO,COO, CXO, etc.

I am a creative and flexible personality who tries different ways of working and giving best results out of it.

**SKILL SETS**

**Professional skills**

* Operations Management
* Change Management
* Talent Acquisition
* Hospitality Management
* CSR

**Soft skills**

* Communication skill
* Presentation skill
* Organizing and coordination skill
* Interpersonal Skills
* Willingness to learn
* Team Facilitator

**Technical skills**

* Proficient with Microsoft Office (MS-WORD, MS-POWERPOINT, MS-EXCEL)

**PROFESSIONAL EXPERIENCE**

1. **Company Name: Executive Search Firm**

**Designation: Manager- Talent Sourcing**

**Job Responsibilities**

* Handling end to end recruitment of Senior level management (Leading hospital groups-PAN India)
* Screening the resume using different job portals
* Head Hunting
* Lining up the candidates for the interviews as per the clients requirements
* Follow ups with the client as well as the candidates
* Training the juniors for different positions

**Duration: November 2015 to till date**

1. **Company Name: IamAvailable- A Vinclo Systems Venture**

**Designation: HR Executive**

**Job Responsibility**

* Handling end to end recruitment (IT/ Non- IT)
* Screening the resume using different job portals
* Posting jobs on different social, professional sites
* Lining up the candidates for the interviews as per the clients requirements
* Follow ups with the client as well as the candidates
* Helping with the documentation process
* Creating pipe lines for more business to the firm
* Adding more clients to the business

**Duration: March 2015 to November 2015**

1. **Company Name: Fujifilm India Pvt. Ltd**

**Designation:HR Trainee**

**Job Responsibility**

* To work with the Talent Acquisition head in the complete process of Recruitment & Selection, handling the Senior level positions like General Manager, AVP, and VP for different departments.
* Prepared Master Recruitment Tracker
* Prepared Candidate Tracker according to the different positions opened in the company
* Updated the Personal Files of 350 active employees and 30 new joiner
* Prepared a Master Tracker for the purpose of an audit which is taking place in the company
* Maintained attendance of the employees for the period of 4 months, i.e, from August to December
* Brought a change in a sitting arrangement of the 6 divisions
* Brought Change in the Shift Timings according to the employees’ nature of work, i.e, office based or field job.

**Duration: Nov2014 to Feb 2015 (Contractual job for 3 months- live project)**

1. **Company Name: Cyber gale Business Solutions Pvt. Ltd**

**Designation: HR Executive**

**Job Responsibility**

* Managing end to end recruitment and selection process
* Preparing Master Recruitment tracker
* Joining formalities
* Preparing Offer and Appointment Letters
* Managing cabs

**Duration: Feb 2014 to Nov 2014**

**EDUCATIONAL/ PROFESSIONAL QUALIFICATION**

* MBA in HR from Amity Business School, Amity University, Noida in 2014
* B.A. (Vocational) in Tourism from College of Vocational Studies, University of Delhi in 2012
* 10+2 from Girls’ High School & College, ISC, Allahabad in 2009
* 10 from Girls’ High School & College, ICSE, Allahabad in 2007

**PROJECT PERFORMA**

* **Summer internships**
  1. **Company Name-**Coca-Cola India Private Limited, Corporate Office, Gurgaon

**Project Title-** The Effectiveness of Recruitment & Selection Process of Coca-Cola

**Summary-** It deals with the Recruitment & Selection Process and what impact does it fall on the employees and on the organization as a whole.

It was concluded that the internal recruitment helps to motivate the existing employees whereas recruitment from an outside source brings new and fresh talent to the organization.

* 1. **Company Name-** Trinetra Tours and Travels (International Tour Operator), New Delhi

**Project Title-** Handling Inbound Tour Packages

**Summary-** It deals with the preparation of inbound tour packages for the international tourists. It also deals with the calculation of different components i.e. Food, Transportation, and Accommodation, Sightseeing at the main attraction of India, The Golden Triangle- Delhi, Agra and Jaipur.

* **Minor Project**
* **Project Title-** Study of Life Script

**Summary-** It deals with study of human behavior. In this project, I could find out that people tend to form their personality at the very early age, and it is because of the positive strokes or negative injunctions. Based on the strokes or injunctions by the elders or the peer group, people forms their winner or loser scripts.

* **Dissertation Project**
* **Project Title-** The Role of Corporate Social Responsibility in empowerment of differently abled people

**Summary-** This study deals with the role of CSR in today’s scenario and what changes it is bringing to the corporate world.

In this study, it can be judged that not only the Public Sector Companies are taking initiative but also the Private Companies are actively participating in CSR activities.

According to the **Companies Act 2013**, CSR activity is essential to each company, as they have to keep 2% out of the total net profit annually for the CSR.

In this study, it can be concluded that the disabled people are no more as they were called earlier, but now they are considered as **differently abled manpower**, and corporates are taking care of them as an important asset to the companies.

* **ACHIEVEMENTS & AWARDS**
* Presented Paper on **“Inclusion of differently abled people- HR a capacious”** in the **National Conference** organized by **UGC** at **Jesus and Mary College, Delhi University** on 26-27 March, 2014.
* **Creative Head** in Amity Youth Fest, February,2014
* **Event Coordinator** in Amity Youth Fest, March,2013
* **Hosted International Tourism Conclave & Travel Awards** on 6-7-8 April, 2012, organized by **Ministry of Tourism Himanchal Pradesh** in Shimla
* **Hosted International Conference on “The Future of Tourism Education and Growth of Tourism in Asia-Pacific: Vision, Values and Principles”** on 1-2 March, 2012 in Delhi, organized by **University of Delhi**, College of Vocational Studies, **UGC.**
* Won **1st prize** in painting competition organized by **National Institute of Printing.**
* Won prizes in **elocutions.**
* **PERSONAL DETAILS**
* **Date of Birth-** 20th March, 1991
* **Languages known-** Hindi, English
* **Hobbies-** Painting, Dancing, Playing with colors, and Building Networks
* **Father’s Name-** Mr. Pramod Kumar Srivastava

I hereby declare that all the details which are mentioned above are true to my knowledge.

**Ekta Chandra Srivastava**