**Pradeep Bhardwaj**

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**D.O.B-** 07 July 1996

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# CAREER SUMMARY

* A competent result driven professional with Post Graduate Degree in Human Resource and Marketing Management.
* Well versed knowledge of Human Resource Management that covers its functions & operations.

**Working Experience:**

**Current Employer: Peoplewise HR Solutions Pvt Ltd.**

Designation: Recruitment Executive

Duration: October 2019- till date

**Role & Responsibilities:**

* Handling End to End recruitment process for various BFSI Clients.
* Sourcing resumes through various sources including-Naukri portal, Personal references, Mass mailing, and Linked In etc.
* Briefing candidates about job profiles and organization.
* To provide email communication to the candidates and clients as per there requirement.
* Scheduling interviews, getting feedback from clients and candidates after the interview.
* Coordinating with the candidates till the joining.
* To maintain Daily activity report in excel.

# INTERNSHIP:

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| --- | --- | --- | --- |
| **Duration** | **Organization** | **Title** | **Key achievements/ Learning** |
| June 2018- August 2018 | [Romsons Scientific & Surgical](https://www.indiamart.com/romsons-scientific-surgical/) [Industries Private Limited,](https://www.indiamart.com/romsons-scientific-surgical/) [Agra](https://www.indiamart.com/romsons-scientific-surgical/). | H.R Trainee/Intern | Recruitment and selection, T&D, Joining Formalities, Statutory Compliances, Employee Relations Management & Admin duties and responsibilities. |

# Academic and Professional Qualification:

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Year of Passing** | **Institute /school** | **University/Board** |
| **Master of Business Administration** | 2019 | Eshan College of Management, Mathura | Dr. A.P.J. Abdul Kalam Technical University, Lucknow |
| **Bachelor of Business**  **Administration** | 2016 | Institute of Business Management | GLA University, Mathura, UP |
| **12th** | 2013 | John Milton Public School, Agra | CBSE |
| **10th** | 2011 | Dayanand Bal Mandir Sr. Sec.  School, Agra | CBSE |

# CERTIFICATION:

Qualified **Course on Computer Concepts** (CCC) conducted by Government of India: National Institute of Electronics & Information Technology.

# SKILLS AND STRENGTHS:

* Interpersonal Skills.
* Good Presentation Skills.
* Good Communication Skills.
* Flexible and adapt quickly to new work environment.
* Negotiation skills.
* Active listener & Team Player.

**TECHNICAL SKILLS:**

* Proficient in MS office- Word, Excel & Power Point.
* Operating system Windows 7 and Windows 10.

# SEMINARS AND CONFERENCES ATTENDED:

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* Actively participated in seminars organized in GLA University, Mathura and attended two days National Conference on (Arresting Slowdown in Economy Strategies for Turnaround) held in G.L.A campus on 22nd to 23rd February 2014.
* Attended various Gust Lectures & workshops organized in GLA University, Mathura by the Faculties of IIM's- ITM’s and Trainers of the well-reputed companies about Personality development and Career planning.

# EXTRA -CURRICULAR ACTIVITIS AND KEY ACHIEVEMENTS:

* Presented seminars on various topics like GST, Agra Metro, Impact of GST on Petrol Diesel Prices, Cyber Crime - these seminars covered and helped in understanding its features, various causes/ reasons, effects and all impacts on our nation.
* Actively participated in Debate competition held during MBA in Eshan College of Management, Farah Mathura and secured 1st position in it.
* Participated in a District Quiz Competition held on 16th March 2018 in Raja Balwant Singh Management Technical Campus, Khandari farm, Agra and secured 2nd position in it.
* Play Badminton, Writes Poetries and love to Travel.

# PERSONAL PROFILE:

Father’s Name- Mr. Shyam Sunder Sharma. Language known- English & Hindi

Permanent address- New Janta colony, Agra Cantt, Agra (U.P) India, Pin-282001

**Declaration: -** I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned details.

Place- GURGAON PRADEEP BHARDWAJ