**RESUME**

**Mobile No-8368230067-NEW DELHI**

**Email id-rrai70687@gmail.com**

**http://www.linkedin.com/in/rekha-rai-0a3533166**

***REKHA RAI***

**CAREER OBJECTIVE-**

**I am seeking an organization where I can use my education and experiences to help the organization meet and surpass its goals.**

**EXPERIENCE-**

**Over all 10 years and having 3.1 years of relevant experience into IT (90%)and non It(10%) recruitment(PAN INDIA).**

**IT RECRUITMENT EXPERIENCE IN BELOW POSITIONS-**

**We have worked for IT service based,product passed MNC and Marketing company.**

**( Lead dot net developer, Lead python ,full stack python,full stack java,java developer, .net devevoper, php developer ,python developer,react native ,mean stack,mean stack, react js,node js,angular technologies,IOS developer,anroid Developer,sap abap developer,UI Developer etc.Graphic designer, UI/Ux designer, 3D designer, Digital marketing, Seo, smo, ppc,smm,Emailmarketing executive, Email marketing manager, lead generation, BDE and BDM( online bidder), ,Hr generalist, It recruiter ,HR Executive ,quality analyst, manual ,automation ,performance tester etc, Inside sales .Linux admin etc,Business Analyst,Project Coordinater etc.)**

**NON IT RECRUITMENT EXPERIENCE IN BELOW POSITIONS-**

**We have worked for real estate,loan,Insurance,logistic Company.**

**( Sales &Marketing, telecallers, receptionist,CCE, Data analyst, sales coordinatior,Admin,computer operator, office assistant,operation,office coordinator,sales ccordinater,Team leader, CA, Accountant ,HR Executive, Team leader etc.)**

**JOB ROLES AND RESPONSIBILITIES-**

* **Responsible for end to end recruitment process in IT and Non IT.(Depending on market need).**
* **Sourcing, screening, and matching qualified candidates to specific job orders.**
* **Coordination,Interview scheduling, following up with candidate till joining.**
* **Arranging & scheduling interview for candidates based on the availability.**
* **Maintaining recruitment database and candidate records.**
* **Posting jobs, Job portals-like as Naukri. LinkedIn,Monster etc.**
* **Solve candidate’s problems regarding salary issues, notice period, job profile.**
* **Coordination with client.**
* **Coordinate with employees (if required), for resolving any of TDS/Ieaves etc...related issues.**
* **Creating daily and weekly reports.**

**PROFESSIONAL SUMMARY-**

* **Presently working as freelancer from May 2020 to till now**
* **Recruiter cum HR at Satya Infosys from 10 January 2020 T0 May 2020**
* **Freelance Recruiter at Talent Meister Solutions July 2019 to Dec 2019**
* **Freelance HR Recruiter at FLICKER JOBS till June 2018 to May 2019**
* **HR Executive in Corporate linker Pvt. Ltd till Jan 2015 to Dec 2015.**

**PAST EXPERIENCE-**

* **I have worked as a telecaller in credit capital till April 2014 to Sep 2014.**
* **I have worked as a sales associates in Reliance till Dec 2013 to March 2014.**
* **I have worked as a telecaller in Narmada Buildcon till Jun 2013 to Nov 2013.**
* **I have worked as Equity Dealer in Fair Wealth securities till May 2010 to April 2012.**
* **I have worked as a teacher in Dal Singh Memorial till July 2007 to April 2010.**
* **I have worked as a teacher in Prakash Bal Vidya Mandir from 2006 to April 2007**

**EDUCATIOINAL QUALIFICATION-**

**M.A. (History) from Kanpur University in the 2009**

**B.A. (History, Pol. Science) from Lucknow University in the 2006.**

**12th (Math) from Allahabad U.P. Board in the 2000.**

**10th from Allahabad UP Board in the 1998.**

**COMPUTER SKILLS-**

**Certified-Recruitment Engineering-Talent sourcing guide on 8th March 2020 from Udemy**

**Certified –IT for IT recruiters on 14 feb 2020 from Udemy.**

**I have one year diploma in computer application.MS Office-MS**

**word,Excel, Powerpoint, internet etc.**

**COMMUNICATION SKILLS-**

**3 months diploma in English Spoken. From British Academy.**

**EXTRA CURRICULAM ACTIVITIES-**

**I have qualified many written exams in IBPS.**

**PERSONAL SKILLS-**

* **Good communication skills**
* **Hard Work**
* **Punctuality**
* **Take a work seriously.**

**PERSONAL PROFILE-**

**NAME REKHA RAI**

**HUSBAND’S NAME MR. DUSHYANT KUMAR**

**FATHER’S NAME LT. GULAB RAI**

**MOTHER’S NAME Smt. RAMRATI**

**SEX FEMALE**

**MARITAL STATUS MARRIED**

**NATIONALLY INDIAN**

**LANGUAGE KNOWN ENGLISH & HINDI**

**DECLARATION-**

**I hereby declare that the information provided above is true to the best of my knowledge**

REKHA RAI NEW DELHI

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