**Durga Devi**

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**LinkedIn Profile:** [linkedin.com/in/durga-shakya-388099180](https://www.linkedin.com/in/durga-shakya-388099180)

# CAREER PROFILE:

* A HR recruiter with knowledge of recruitment processes and techniques. Seeking for a senior position as senior/lead recruiter/HR Executive to enhance my skills and capabilities in a well- established organization.

# TECHNICAL SUMMARY:

* Having 2 years of experience as HR Recruiter, Team Leader, Non-IT and IT Recruiter in Recruitment Consultancy.
* Expertise in Entire Recruitment Life Cycle from Sourcing, Screening, Selection, Salary Negotiations and Pre selection Process.
* Having good knowledge on sourcing & coordinating with the Clients for to fill the positions.
* Sound Experience on portals like Shine, Times Job, LinkedIn & Naukri.
* Possess Good communication and interpersonal skills.
* Technical assessment with an ability to understand and explain job responsibilities.
* Maintaining database and Trackers
* Ability to multi-task

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# PROFESSIONAL EXPEREIENCE:

**Career Glitz India Pvt. Ltd. - New Delhi Team Leader-Talent Acquisition Specialist**

**Feb 2018 - Feb 2020**

**Roles:**

* Here I started my career as a Talent Acquisition Specialist after a year I used to handle the new joiners and the team as well but officially I got promoted as Team Leader in September 2019.

# Responsibilities:

* + Handling Recruitment team.
  + Responsible for end to end Recruitment process for the clients.
  + Sourcing candidates from various job portals like Shine & Linked In, referrals, internal database and references.
  + Upload the different postings for various positions on LinkedIn, Job Groups and job portals for recruitment purpose, Post offer process and MIS.
  + Carefully framing job description, specification & keywords to ensure useful responses.
  + Short listing resumes by evaluating the candidate’s communication skills, presentation and technical skills based on requirements.
  + Screening, sourcing &short listing resumes of candidates from job portals and Head hunting.
  + Identifying desired candidates from the database for the specific position.
  + Scheduling and coordinating interviews, follow-up for the short listing and interviews of the candidates and lining up interviews.
  + Handling **post interview aspects such as follow-up & interview feedbacks**.
  + Execute and Conduct Induction schedule for new Hires.
  + Taking **telephonic round of interview and initial 1st round of interview.**
  + Check & Update leave records of employees
  + Salary Calculations Manually.
  + Maintain accurate records MIS and **Excel Sheet**.
  + I used to do **Client calling and Coordination also**.
  + Handling the office operations work.

# BKR Developers - Faridabad

**Account Assistant-Collection Executive Sep-2017 to Feb-2018**

* Collect cheques from the senior director and then I have to call the clients to maintain bank balance.
* I have to maintain the Excel sheet
* I have to call the client for payment follow-up on a regular basis
* I have to maintain the database and MIS.
* I have to send the reports to the director on a daily basis.

**ACADEMICS:**

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| --- | --- | --- |
| **QUALIFICATION** | **BOARD/UNIVERSITY** | **YEAR** |
| **M.Com** | PGDAV, IGNOU University | 2019 |
| **B.Com (Honors)- Regular** | Ramanujan college, Delhi University | 2016 |
| **12th- Regular** | Central Board Of Secondary Education | 2013 |
| **10th- Regular** | Central Board Of Secondary Education | 2011 |

**Personal info:**

Father Name: Mr. Narender

Marital status : Single

Gender : Female

DOB : 20th Mar, 1996

Current Location: South Delhi

Preferred location: Delhi, Faridabad

Languages Known: English and Hindi

Declaration:

I hereby declare that the above written particulars are true to the best of my knowledge and

Belief.

(Durga Devi)