**Priyanka Agrahari (Gupta)**

Akashganga Society Rahatani Pune

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**Career Summary**

Professional with **5+ years** of experience **in Different Industry. IT Industry &** **Education Industry** as **HR Professional and Soft Skill Trainer**. Currently working as a **Freelancer** as a **HR Consultant.** Involve in many types of **work** such as Recruitment, Screening, Sourcing from different Job Portal (Naukri, Monster, LinkedIn), Scheduling and Coordinating Interview with clients, Professional Resume Writing, Soft-Skill Training. Recruitment, Sourcing, Client Relationship Management, Team Management, Soft skills Training; Resume Development, Resume Writing, Personal Development, Interview Preparation, Career Counselling, Personal Training, Mock Interview, Placement Support, Screening CV, Scheduling Interview, Staff Development.

**Key Skill**

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| * Recruitment * Sourcing * Interview Scheduling * Hiring * Bulk Hiring * Expert in Microsoft Excel | * Short listing * Screening * Talent Acquisition * LinkedIn * Monthly Reports * Expert in Power-point Presentation |

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| * CV writing/Resume Writing * Soft Skill Trainer | * Placement Coordinator * Business Communication Trainer |
| * Mentoring Student Data Base | * Training and Placement Support |
| * Corporate Tie-Up * Expert in Microsoft Excel | * Managed Relations with Corporate and College * Expert in Power-point Presentation |

**Professional Experience**

**Key2Career Solutions (Pune)** FromApril 2016- Dec 2017

*HR Specialist/ Soft Skill Trainer*

**Responsibility**

* Reviewing resumes and applications.
* Recruitment support. Short listing the candidate as per the requirement from client.
* Interacting with candidate, doing initial screening to understand their competencies & skill sets, making them understand job role.
* Short-listing candidates profile as per the requirements of clients.
* Scheduling & coordinating the interview between Candidate & Client. .
* Posting job requirement on **Naukri, Monster**.
* Maintaining daily/ weekly/monthly reports such as interview status reports & feedback reports.
* Follow-up with candidates for Post Employment Reference Checks, Notice Period Negotiations, etc till joining.
* Recruitment (End to End) Handling of complete recruitment cycle starting from screening to closure.
* Coordinating interviews with the hiring managers following up on the interview process status.
* Utilizing social media, job boards, and Internet sourcing and other technical means to source candidates for open jobs.
* Closing the position with the given TAT.
* Follow up for offer and joining.
* Database management.
* Responsible for timely deliverable.
* Handle complete recruitment cycle from sourcing till joining of the candidate.
* Worked on multiple requirements from multiple clients at a given point of time.
* Working with recruitment agencies to source for candidates for specific job positions.
* Conducting recruitment interviews and providing the necessary inputs during the hiring process.
* Working with recruitment agencies to source for candidates for specific job positions.
* Managing workplace safety issues
* Tie-up with **Collabra** and many industry (IT & Non IT both) and fulfilling their requirement.
* Creating a **Professional resume of candidate**. Resume workshop, resume writing and resume development consultation.
* Posting job requirement on **Naukri, Monster**.
* Making a weekly & Monthly report.
* Conducting **Soft Skill training** of MBA and BBA and Engineering students.
* **Personality development** and preparing them for face-2-face interview.
* Maintaining data base of clients and collecting feedback.
* Planning and helping in Business development process.
* Managed human resources functions including personnel, training, and counseling of candidates.

**CRB TECH Solution Pvt. Ltd. (Pune)** March 2015- March2016

*Corporate Relationship Executive/Soft skill Trainer*

**Responsibility**

* Providing **Soft Skill training** for Engineering students.
* Taking Care of **IT & Mechanical Placement**.
* Preparing them for face to face interview.
* Resume **workshop, resume writing and resume development consultation**.
* Personality development
* Enabling Students for Industry Readiness
* Training on Employment Enhancement skills.
* Develop best learning process using a comprehensive understanding of industry's best practices
* Imbibe Professionalism, Behavioral aspects and awareness as per Industry expectations
* Align aspirations of the students with the needs of the Industry
* Customer Value creation for Industry and students
* Attention to both Individual students and groups
* Leveraging Networking, Collaboration and Partnership with Industry
* Promote Career Counseling by organizing Guidance lectures by Senior Corporate Personnel
* Regular interaction with the industry through Seminars, Guest Lectures, Conferences, Corporate meets etc
* Building a learning organization that produce high quality candidates for the industry
* Engage Corporate and Industry participation in terms of Internship, Projects which facilitate Campus Recruitment
* Impart Best practices and learning from experiences.

**Jain University (JGI) (Bangalore)** From Nov 2012 - Sep 2013

*Placement Coordinator*

**Responsibility**

* Planning & coordinating with placement Team.
* Plan and Organize Guest lectures
* Corporate Tie-Up for placements.
* Scheduling interview with the Corporate.
* Taking a feedback from Corporate and preparing students for placements.
* Conducting Training & Development workshop for students
* Responsible for Research work and paper presentations for the Institute

Marketing Manger

* Responsible for Marketing and admission Process.
* Handled a Team size of 10 members to achieve their target.
* Conducted Presentation
* Brand Marketing

**Alliance University (Bangalore)** From June 2011 –Oct 2012

*Research Associate*

**Responsibility**

* Assisting marketing faculty for course development
* Maintaining student’s data base record.
* Conducting workshop for students.
* Conducting adventures sports activities like trekking, CSR activities, blood donation camp etc.
* Compiling course documents
* Coordinating with visiting faculty and guest lectures.

**Educational Background**

**PGDBM** from Shri Bhagwan Mahaveer Jain College, Bangalore **2011**

**B.A** from Veer Bahadur Singh Purvanchal University **2009**

**Class XII** – UP Board **2006**

**Class X** – UP Board **2004**

**Computer Skill**

MS Excel, Word and PowerPoint; Windows; General HR Systems

**Personal Details:**

Date of Birth : 17th March, 1989 Priyanka Agrahari (Gupta)