H.No.-6054/A, Sector – 3,

Faridabad, Haryana 121004

PHONE- +91-7015906810

[pkathuria768@gmail.com](mailto:pkathuria768@gmail.com),

priyankakathuriaabc@gmail.com



**PRIYANKA KATHURIA**



**CAREER VISION:**

To work in a challenging environment demanding all my skills and efforts to explore and adapt myself in different fields and realize my potential where I get the opportunity for continuous learning.

**EDUCATIONAL QUALIFICATIONS :**

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* B.B.A(MDU, Rohtak)

DAV Centenary College (Faridabad)

* High School (CBSE Board)

Aggarwal public school (Faridabad)

**EXPERIENCE:**

* **Currently working in SR Solutions as a HR Recruiter From 16 Nov 2020 to till now.**
* **HR Recruiter at Hiring Street (A division of ARYA Management Consulting Pvt. Ltd) from 8th May 2019 to 31th Jan 2020.**

**RESPONSIBITITES:**

* Sourcing of candidate according to the requirement of the Organizations through Naukri.com, Posting, cold calling and LinkedIn.
* Screening resumes of the candidates based on the job description available.
* Shortlisting resumes based on several search factors such as skills, recently updated resume, location, experience, previous employers etc.
* Calling the shortlisted candidates to know their interest about the job opening.
* Convincing employees to attend the interviews.
* Finalizing interview schedule and making the interviewer to be available for taking the interview
* After interview sharing feedback with the employee
* In case if they are selected then salary negotiation and follow up with them till onboarding
* Maintaining relationships with both internal and external clients to ensure staffing goals are achieved

**SUMMER INTERNSHIP:**

JIVA AYURVEDIC PHARMACY LTD. as HR Recruiter from 15th May 2018 to 30th June 2018.

**COMPUTER KNOWLEDGE:**

* MS-Office
* MS-Excel
* Basic Knowledge of internet

**HOBBIES:**

Drawing & Sketching | Cooking | Reading | Web serving

**PERSONAL DETAILS:**

Father’s Name : Mr. Gulshan Kathuria

Sex : Female

Date of Birth : 18th October 1998

Language known : English, Hindi

Marital status : Single

Nationality : Indian

Date: (PRIYANKA KATHURIA)