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Career Objective:

To work in a competitive environment and in a creativity promoting organization, to learn novel skills and their best implementation; and acquire knowledge of newer fields and its best application.

Key Strengths:

Languages:

- English
- Hindi

Computer skills:

- MicroSoft Office
- Knowledge of Computer applications

Personal Skills:

- Adaptable to every kind of environment.
- Accepting new challenges.
- Good grasping power.
- Able to lead.
- Interaction with new people.

Experience skill:

- Customer Relationship Management.
- Sales.
- Technical support.
- Healthcare management

Recruiting skills:

- Boolean search
- Candidate sourcing
- ATS Software (Job diva, QCompass)
- Employee Onboarding
- Benefits management
- LinkedIn recruiting
- Facebook recruiting
- Excel/google sheet

Sports Skills:

- Snooker National player.
 - Basketball player.
 - Poker player
 - Chess player
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Educational Qualification:

Class	Board/University	Year of passing	Division
BCA	St. Paul Institute of Professional Studies (DAVV)	2018-2019	
12 th	Christian Eminent, Indore (M.P)	2014	II div.
10 th	Christian Eminent, Indore(M.P.)	2012	I div.

Work History :**LanceSoft, Inc.****Sept '21 – Mar'22****Healthcare Professional****Virginia, United States**

Placed numerous onsite and travel RN, LPN, CNA to work all over the states. Carried out job posting, resume screening, phone interviewing, shortlisting, negotiating, coordinating final interviews to final selection.

Western Union (Teleperformance, Indore, India)**Jun'19 to May'20****(International)****Operations Assistant**

I worked on a daily basis with the company. Provide the services regarding product to the customers.

Daily communication with the new people through chats, call Emails.

Use to juggle multiple tasks at a time.

Initiate transactions, cancel refund transactions as per their request.

Extra Curriculum:**Freelancer:**

- Proposal writing
- Resume writing
- Us staffing (IT & Non-IT)
- In house Recruiting

Declaration:

I do hereby declare that all the data furnished above are true as per best of my knowledge.

Kritim Kashyap