

## OBJECTIVE

Looking forward to work in an organization that provides opportunity to learn and help improve business by applying my skills.

## CONTACT



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Haldwani , Uttarakhand



## EDUCATION



**DMS , BHIMTAL, UTTARAKHAND**  
MBA SPECIALIZATION (Hr & Marketing) 2019-2021

**I.P.G.G.C., HALDWANI, UTTARAKHAND**  
B.COM HONOURS (Hr) 2016-2019

**DAV, HALDWANI, UTTARAKHAND**  
12 TH (2015-2016)

**DAV, HALDWANI, UTTARAKHAND**  
10 TH (2014-2015)

# BHUMIKA BISHT

## RECRUITER

## EXPERIENCE

### KARYARTH CONSULTANT'S

#### ➤ RECRUITMENT CONSULTANT (June 2021-Jan 2022)

- Candidate sourcing and Screening hundreds of applicants through naukri.com and LinkedIn and conducting telephonic interviews (screening/introduction) per day to shortlist candidates that meet the minimum requirements of our clients.
- Contacting HRs of the different companies.
- Uploading the requirements on social platforms, portals to get the desired candidate, and maintaining their proper record.
- Maintain a proactive approach in seeking feedback from candidates to improve the effectiveness & efficiency of the process.

#### ➤ ASSISTANT MANAGER (FEB 2022 – PRESENT)

- Handled a team of 7-10 people.
- To track the daily KRA'S achieved by team.
- Submitting reports to the management by EOD.
- Training new joiners'

## INTERNSHIPS

### Believers HR Recruiter (May 2021-June2021)

- Recruiter (Part – Time)

### Make Me Builder (Jan 2021-Mar 2021)

- Human Resource Manager

### Fillips Technologies (Nov 2020-Jan 2021)

- HR Intern

### Miles Education (May 2020- June 2020)