**VINIT KUMAR**

**Email ID:** Vinitdharra@gmail.com

**Mobile:** 7042640065.

**Address:** Galli No-5, Sanjay Colony,

Saboli Road, Narela, Delhi 110040.

**Career Objective:**

To obtain a recruiter position where I can utilize my strong communication, screening and interviewing skills to identify the potential candidates for the growth of the organization.

**Educational Qualification:**

* Bachelor in Fine Arts in 2018 from Delhi University, Bhagat singh college with GPA 5.6
* 12th with Science in 2014 from Vedic sen sec school, Karnal with GPA 7.3
* 10th Class from New Adrash Public School in 2012, Karnal with GPA 8.5.

**Key Skills**

* Sourcing profiles from job portals.
* Quick understanding of key responsibility areas of each job position.
* Ability to coordinate telephonic and face to face interviews.
* Strong communication skills.
* Ability to negotiate with shortlisted candidates.
* Can prepare offer letters and appointment letters
* Can maintain relationships with staffing companies.
* Perform HR Administration.
* Review files, records, and other documents to obtain information and respond to requests.
* Handled general HR functions like Recruitment, selection, training.
* Maintaining all documents.

**Experience**

* **ESS KAY FABRICATION from December to till now.**
* **Completed 6 months of probation period from December 2021 to May 2022.**
* **1.5 Years of experience as a manual tester freelancer.**

**Computer Skills:**

* MS Office (Word, Excel and PowerPoint)
* Internet browsing skills

**Hobbies**

* Reading books
* Listening to Music
* Adventure sports

**Personal Information:**

DOB                   : 1994

Gender                   : Male

Marital Status       : Unmarried

Father’s name      : Rajbir singh

Languages Known   : English, Hindi & Punjabi

Hobbies                 : Reading books & Sports

Religion              : Hindu

**Declaration:**

I hereby declare that all the above furnished information is true to the best of my knowledge and belief.

Place:

Date:                                                                                                              Signature