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 **Career Objective:**

To obtain a challenging position that will expand upon my education and continue to accumulate knowledge and become the top most people in an organization. If I will get the opportunity, I can utilize my knowledge for the growth of organization as well as my own.

 **Career Summary:**

-HR Professional with 1.6 years of rich work experience in recruiting for the top notch MNC’s.
-Expertise in the areas of Staffing, Recruiting, Sourcing, Head Hunting, Team Handling, Reporting, Sourcing, Interviewing , Campus Recruitment , Client Handling, Salary Negotiation , Executive Hiring, Contract Recruitment, Team Management.
-Experienced in Volume/Mass Hiring.
-Proficient in recruiting candidates from all levels Junior Level to Senior Level.
-Good experience of Campus Recruitment/ Off Campus Hiring.
-Possess excellent communications and interpersonal skills.

 **Key Skills:**

-End to end recruitment: Sourcing, Staffing, Scoping.
-Screening: short listing candidates sourced through job portals (Naukri, Shine and Times jobs) and validating them on their experience and interest.

-Induction Training (On-boarding of the selected candidates).

 **Role:**

Sr.HR Executive in Lateral Hiring: Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job.

 **Description:**

-Staffing: Preparing Requisition, gathering template and sending it to corresponding sourcing leads to initiate the sourcing. Short listing the profiles sourced and sending it to the respective hiring managers.
-Hiring inputs: Meeting hiring managers to understand niche skill profiles.
-HR Round: Conducting HR round for the selected candidates and negotiating salaries on company standards..

 **Employers:**

Worked as HR Executive in the Recruitment Cell of Medeye Services India (Gurgaon) Jan 2015 to Dec 2015.

Worked as an HR Recruiter in the Recruitment Cell of Vinod Consultancy (Gurgaon) June 2014 to Dec 2014.

 **Academic Qualification:**

-B-Tech – AE&IE from the University of BPUT, Bhubaneswar, Odisha, India. 2014.

-Intermediate – PCM from Vidya Bharti Chinmaya Vidyalaya,Jamshedpur,Jharkhand, India. 2010.

-Tenth- SSC from D.M.Madan Girl’s High School, Jamshedpur,Jharkhand, India. 2007.

 **Personal Details:**

-Date of Birth : 04th Jan 1992.
-Languages Known : English, Hindi, Odiya and Urdu.

-Marital Status : Unmarried.

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