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| --- | --- |
| **Resume**  **C:\Users\RAJAT\Downloads\IMG_1343.JPG**  **NITISHA**  [**NITISHA.372131@2freemail.com**](mailto:NITISHA.372131@2freemail.com) | |
| **Total Experience: -** 2 Years 11 Months | |
| **Profession: -** Cashier /Recruitment Co-Ordinator | |
| **Joining;-**Immediate |
|  | |
|  | |

**RESUME**

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**Ms. NITISHA**

**PERSONAL SUMMARY:**

* Date of Birth :14/02/1992
* Nationality :Indian
* Religion : Hindu
* Gender : Female
* Marital Status : Single

**CAREER OBJECTIVE:**

With my past working experience, I am looking forward for a challenging career opportunity where my related experience can be utilized, applied and be part progressive and highly dynamic organization and be able to share my skills and abilities in promoting excellence and quality service with said company .

**WORK EXPERIENCE IN INDIA;**

1. From 2016 July started working with Om Consultancy (ASPOREA) as a TAE(Talent Acquisition Executive) and Recruitment Co-Ordinator .

**Job and responsibilities**-

In order to identify and recruit successful employees, a Talent Acquisition Specialist performs many different tasks. We analyzed job listings for Talent Acquisition Specialists in order to identify these core duties and responsibilities.

**Work with Hiring Managers**

Talent Acquisition Specialists must work very closely with hiring managers to ensure that they adequately understand the needs of the manager and the requirements and expectations of the job. Once they have a good understanding of the position, they can effectively assess applicants in regard to whether or not they would be able to perform well in the position. It’s critical that they develop and keep strong relationships with the hiring managers.

**Source Candidates**

The Talent Acquisition Specialist must source and recruit candidates using a variety of outlets, such as job postings and social media, while effectively targeting the right kinds of candidates for the job. Throughout this process, they develop relationships with prospective talent. Talent Acquisition Specialists also seek out and recommend creative new ways of sourcing talent.

**Screen, Interview, and Assess Candidates**

Typically, Talent Acquisition Specialists schedule all interviews and then prepare and advise their candidates beforehand. They review resumes, cover letters, and assess interview performance. Talent Acquisition Specialists must also complete all pre-screening and screening activities for prospective employees, which may include calling previous employers and completing background screens and drug tests.

**Stay Up-to-Date with Industry Trends**

Talent Acquisition Specialists must have in-depth knowledge of the industry in which they recruit. This may include having previously worked in that industry or attending educational seminars, networking, and industry events in order to gather such knowledge, as well as learning from hiring managers. It’s important to understand the industry in order to understand the needs of the hiring manager and the qualifications of prospective employees.

**WORK EXPERIENCE IN ABROAD:**

1. 2 Years worked as a Cashier and Front office Representative at JBR, SADAF and Dubai Marina Promenade from 2014 to 2016

**Job and responsibilities *–***

* Answer telephones and give information to callers, take messages,

Orders or transfer calls to appropriate individuals.

* Use computers for various applications, such as database management.
* Create, maintain, and enter information into databases.
* Set up and manage paper, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other materials.
* Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.
* Maintain scheduling.
* Provide services to customers, such as order placement or service information.

Maintaining and following the stock inventory procedure for the store.

**EDUCATIONAL QUALIFICATION:**

* 12th Passed from RKHSE in the year 2012,from Kurseong
* 10th Passed from KGHSE in the year 2010,from Kalimpong

**EXTRA QUALIFICATIONS:**

* 1 Year Diploma in Hotel Management from Good Shepherd Institute of Hospitality Management, Kalimpong**.**
* Six months crash course from Don Bosco Technical Institute**.**

**FLUNENT IN**: English, Urdu & Nepali

**HOBBIES**:

Dancing, Cooking, Travelling, listening music.

**DECLARATION:**

I declare that all the information provided above is true and correct to the best of my knowledge.