

# Rishabh Kakkar

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## OBJECTIVE

- To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately

## EXPERIENCE

**Jobline Consultants India Pvt. Ltd.** — Senior Talent Acquisition / HR Executive / Team lead

June 2022 – Present

- Working as Technical/Non technical Executive. End to end process till the candidate joins the company
- Prepared Job descriptions for various positions and developed appropriate questions for prospective candidates.
- Designed and maintained job postings on various social media sites and websites with various tools.
- Coordinating with hiring manager and participated in the Interviewing panel.
- Analyzed various job applications and filtered candidates through telephonic or one on one interviews. Communicated results to the candidate and the organization for all selections.
- Collection of pre-joining documents
- Salary Negotiation with Candidates and issuing the offer letter
- Regular follow up with candidates till the candidates joins the company

## **Key Skills** –

- IT / Non it Recruitment
- Team handling
- Client handling/ Coordination
- Data handling
- Team Management
- Team Leading
- Creating Job Descriptions
- HR / PMOs Management

## **INTERSHIPS**

**INGLU** — Social media marketing Intern

August 2021 - October 2021

**MJ International** — Digital marketing Intern

July 2021 - September 2021

**Aashman foundation** — Social media marketing Intern

June 2021 - September 2021

## **SKILLS**

- Strong Communications · Problem Solving · Leadership Skills · Computer Skills

## **AWARDS**

- In my School I was part of my volleyball team for many years ,played many Tournaments and was also selected as best player for playing inter zone.
- Participated in Sports day events.
- Played Inter zone in Badminton , also I got 1st Position in Badminton tournament which was held by TOI.
- Part of my College Sports Committee at the position of Senior Coordinator to Vice President.
- Participated in College Sports Events.

## **EDUCATION**

- KIIT WORLD SCHOOL , PITAMPURA — *10TH*  
2017
- KIIT WORLD SCHOOL , PITAMPURA — *12TH*  
2019
- RUKMINI DEVI INSTITUTE OF ADVANCED STUDIES,  
Rohini, Delhi, 110085 —2022 — *BBA*
- Delhi University (Sol) – MBA - Present
- Certified Digital Marketer

## LANGUAGES

ENGLISH , HINDI , PUNJABI