**NEHA KAITHAL**

**Permanent Address:** Shyampur,Rishikesh ,Uttrakhand

**Current Address**: Saket, New Delhi

**Contact no :** 7895504996

**Email :** [nehakaithal07@gmail.com](mailto:nehakaithal07@gmail.com)

**OBJECTIVE:**

Looking for an entry into a world class, high professional organization with challenging and competitive environment, where I can use my knowledge base as well as personal attributes to achieve the organization goals. I am Specialized in Human Resource development and Marketing.

**EDUCATION:**

**Masters of Business Administration 2018 – 2020**

Graphic Era hill University – Dehradun

**Bachelor Of Commerce 2015 – 2018**

Swami Rama Himalayan University – Dehradun

**Sr.Secondary 2014 – 2015**

Nirmal Deepmala School – Rishikesh

**Secondary 2012 – 2013**

Nirmal Deepmala School – Rishikesh

**PROFESSIONAL EXPERIENCE:**

Lancesoft Pvt.Ltd – Dehradun **08/2021 – 02/2023**

**Position –Healthcare Recruiter**

**Responsibilities:**

* Recruiting the candidate from various portals and placing them at the right position.
* Negotiating regarding the pay package and proper coordination with the client and the candidate.
* Worked on Applicant Tracking System : Job Diva

***Reason For Gap : Personal Reason (2 months)***

Corpseed Pvt Ltd – Noida,UP **02/2021 – 05/2021**

**Position – Sales Executive**

* Selling License which were required for establishing the business.
* Making aware about the requirement needed to establish the business to clients .
* Making good relations with the client .

***Reason For Gap : Global Pandemic Covid -19 (05/2020 – 02/2021)***

Fervour Info System Pvt Ltd – Noida, UP **02/2020 – 05/2020**

**Position – HR Trainee**

* Resourcing the candidate from various portals like linkedin , Indeed.
* Posting the job description on indeed.
* Placing the candidate as per the client requirement.

**ACHIEVEMENTS:**

* Internship on Digital marketing.
* 1 week training at Big bazaar.
* Attended seminar of Mr.Sanjay Joshi (Intertek)
* Participated in IT club.
* Volunteer on “kumbh”

**STRENGTH :**

* Ability to Work in a team as well as Individual.
* Confident and positive attitude.

**COMPUTER PROFIDIENCY**:

Basic Knowledge of Computer, MS- Excel

**HOBBIES**

* Dancing
* singing
* Travelling

**PERSONAL SNIPPETS:**

* Name : Neha Kaithal
* Father’s Name : Mr. Devideen Kaithal
* Date Of Birth : 25/06/1997
* Nationality : Indian
* Gender : Female
* Marital Status : Single
* Language Known : English & Hindi

**DECLARATION:**

I hereby declare that the above information furnished by me is true and correct under the best of my knowledge.