

Mansi Rawat
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CAREER OBJECTIVE:

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Clients : Oracle, Apple, Twitter,

PROFESSIONAL EXPERIENCE:

IMCS GROUP - Noida

Feb 2024 - Jun 2024

Senior Recruiter/ Recruitment Coordinator

- Prepare recruiting communications including offer confirmation letters and other materials for candidates and applicants.
- Drafting Job Description and Posting it on LinkedIn and internal website for Client
- Screening Candidates over phone calls (and video call if necessary)
- Evaluate applicants' qualifications by conducting in-depth interviews, skill testing and conducting reference check.
- Interviewing and presenting qualified lists of prescreened candidates to hiring manager; extend job offers to selected candidates; compose and negotiate salaries; initiate the pre-employment screening process.
- Sharing interview feedback and rejection emails with the candidate.
- Maintaining an Excel with all the data of interviews in a timely manner
- Scheduling Interviews based on hiring manager and candidate's availability.
- Drafting offer letters

Infojini Inc - Noida

Jan 2022 - Jan 2024

Recruiter/Recruitment Coordinator

- Responsible for performing full cycle recruiting functions including but not limited to job understanding, candidate sourcing, social networking, phone screening, email communication, documentation, summary writing, and presentation.
- Make use of effective resourcing strategies, such as Internet sourcing, networking, and employee referrals.
- Posting Job Ads to Attract Applicants Managing the Interview, Assessment, and Shortlisting Process.
- Maintaining a Lead Database Searching for and Approaching Suitable Candidates
- Thorough knowledge of ATS like Oracle and Ceipal.
- Drafting and extending offer letters from Oracle.
- Drafting and posting Reqs. from Oracle.

BYJUS

Jul 2021 - Aug 2021

Business Development Trainee

- Contacting potential customers (parents and students)
- Set up a meeting with them.
- Counsel the student on learning pedagogies and the byjus personalized learning journey.
- Converting them into premium subscribers.

Entecres Labs Pvt. Ltd - New Delhi

Jan 2020 - May 2020

Business Development Executive

- Identifying new schools, and institutes and approaching them
- Supporting sales and lead generation
- Giving a demonstration of product to new and old leads

- Work with business development head for the formulation of sales strategy
- Development and management of the distribution network

INTERNSHIP:**File My Return venture with Rai Qimat and Associates – Gurugram****Jun - Jul 2019**

- A CA-based company where we file the ITR of clients.
- Demonstration of return filing process in different companies
- Visiting companies for client handling
- Convincing new clients for return filing
- Resolving the queries of clients
- Thorough knowledge of income tax heads, deductions, sections, and how to calculate the tax.
- Processing clients ITR in system

PROJECTS UNDERTAKEN:

- Study related to wages and salary administration of Hotel Aketa in Dec. 2018
- Worked on a minor project on the perception of individuals on Uttarakhand tourism in Dec 2018
- Study related to problems facing by the production department in the manufacturing industry in Jan 2019.
- Project on documentation regarding ITR filing in Sep. 2019

SEMINAR /WORKSHOP:

- SBI mutual fund with finance gym conducted an activity related to stock market investment procedure and online trading in 2018
- SEBI & BSE regional seminar on investor education in January 2019
- Workshop on food business entrepreneurship and encouraging for investment in 2018.
- Seminar on SEBI functionality and investment in 2019.
- Industrial visit- “Kirby Building System & Structure Pvt. Ltd.” Key work- pre building structure
- Verka company industrial tour-production process and types of product and its supply in Oct 2019

ACADEMIC CREDENTIALS:

- **DIT University – Dehradun** **2018 - 2020**
MBA in Marketing and Finance
- **Dr. Pitambar Daft Barthwal P.G College- Kotdwara** **2015 - 2018**
Bachelor's in commerce
- **DAV Public School, Kotdwara**
Higher Secondary Education

SKILLS:**Proficient in using:**

- Oracle ATS
- Excel
- Word
- PowerPoint
- Ceipal
- Laboredge
- Career buider
- Monster
- Job Diva
- Indeed
- LinkedIn