



Yash Jain

## Personal details

 Yash Jain

 jyash6311@gmail.com

 7000041077

 Male

## Skills

Information Technology

Microsoft Office

Visual Basic

Oral and written skills

## Languages

English

Hindi

## Hobbies

-  Socializing
-  Traveling
-  exploring
-  Listening to music
-  Cooking

## Education

**M.B.A - HR & Marketing** Sep 2019 - Jun 2021  
Indore

**BBA DAVV** Sep 2016 - Jun 2019  
Indore

**Higher Secondary Certificate (HSC)** Sep 2014 - Jun 2016  
Sunrise Intergard H.S School; Indore, Indore

## Employment

**Customer Care Executive** Aug 2023 - Apr 2024  
Teleperformance Global Business Private Limited, Indore  
Achievements/Tasks

- Customer care executive

**Recruiter** Feb 2022 - Jan 2023  
Lancesoft Inc., Indore  
Achievements/Tasks

- ATS: Job Diva
- Job Board: Monster, Career Builder, LinkedIn, Indeed
- Experience with Full Cycle Recruitment involving Sourcing, Identifying, Screening, Interviewing, Formatting, and placing the personnel in quick turnaround time for contract, contract-to-hire, and permanent positions in the Information Technology for broad spectrum of industries such as Medical Device, Pharm, Clinical, scientific & Engineering.
- Sourced, contacted, qualified, and screened candidates through a variety of methods: Strategically utilized social networking sites, LinkedIn Recruiter, Boolean Searches, cold-calling competitor companies, referrals, and Job Boards.
- Completing the documentation and expediting the process for all visa statuses (USC, GC, OPT, H4 EAD, L2 EAD)..

**Business Development Associate** Sep 2021 - Dec 2021  
Doubtnut, Noida  
Achievements/Tasks

- Maintaining Relationships and existing customers, selling, and giving services to customers.