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For seeking challenging opportunity in a reputed organization so as to utilize our professional as well as generic skills by doing effective work and contributing towards growth prospectus of your esteemed organization

01/05/2022 - 13/03/2023

Pantheon Digitals PVT LTD

Understand the requirements

* Sourcing , Screening , Cold calling
* Arrenging Interviews
* Answer employees queries about HR-related issues
* Coordinate With Client

, Screening , Cold calling

* Arrenging Interviews
* Revise company policies
* Answer employees queries about HR-related issues
* Organize and maintain personnel records
* Coordinating with clients
* Taking inhouse interviews

15/03/2023 - 30/12/2023

Kickchef Hospitality Solutions

☆

Understand the requirements

* Sourcing , Screening , Cold calling
* Arrenging Interviews
* Revise company policies
* Answer employees queries about HR-related issues
* Coordinate With Client
* Sourcing Hospitality Department for Reference and Social media
* Taking Inhouse Interview

•Maintain candidates Reconds

* Maintain Daily Attendance
* Discuss Salary part & Negotiation
* Handling New project and Recruitment process
* Taking Interview for a Senior Position as Manager or Head Chef
* Induction and Onboarding Process

20/01/2024 - 30/04/2024

NetAmbit

☆ --

* Understand the requirements
* Sourcing , Screening , Cold calling

|  |
| --- |
| * Arrenging Interviews
* Revise company policies
* Answer employees queries about HR-related issues
* Organize and maintain personnel records
* Coordinating with clients
* Taking inhouse interviews
* On bonding & Induction Process
* Team Handling
 |
|  |
|  |  |  |  |
| 10th | R.B.S. inter college | 66% | 2015 |
| 12th Science(PCM) | R.B.S Inter college | 50% | 2017 |
| Bachelor of Business administration | Dr. BhimRao Ambedkar University agra | 62.6% | 2020 |
| Master of Business Administration | Dr. APJ Abdul kalam technical university | 61.5% | 2022 |

Excellent learner

Good Communication Cold calling

Team Handling Coordinate With Client/ Manager Client Relationship

Sourcing specialist Team handling

Marketing & HR

Hindi English

|  |
| --- |
|  |
| Gender | Male |



|  |
| --- |
| Hard work , Good communication Problem solver |
|  |
|  |

Exploring New places Watching Movies

Listen Music

I have by declare that all details finish above are true and best of my knowledge and below

Indian

Male

12/06/1998

Responsible Patience

GAURAV DIWAKAR