

ABHAYA MALVIYA

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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

Organization- TalentXO (previously CrewKarma Pvt. Ltd)

Talent Acquisition Executive (January 2022- present)

- Handling end to end work related to the recruitment team.
- Sourcing profiles with the help of Talent XO recruitment portal, talent partners, free lancers and through emails.
- Reviewing and shortlisting profiles for quality of candidates skills and experience on various IT and design roles (UI/UX, graphic designer, motion graphics, frontend developer, backend developer, gaming, branding, animation roles.) for good pipeline flow.
- Connecting with various candidates for scheduling their interviews and following up with them till the time they join the organization.
- Handling email support by pitching suitable roles to candidates and updating candidate's details in the dashboard.
- Experience of working on ATS.

Organization- Korporate Ladders

Human Resource Trainee (October 2021-January 2022)

- Core member of the recruitment team for handling various recruitment activities.
- Sourcing profiles through various portals like Shine, Indeed, Naukri, linkedin for various it and non it profiles like Shine, Indeed, Naukri, LinkedIn for various IT profiles like ASP.net, Java developer, Full stack lead, Frontend developer, Backend developer, UX/UI designer, Python developer.
- Sourcing relevant profiles came through referral.
- Worked on the recruitment funnel.
- Calling candidates for various IT and Non-IT profiles, reviewing their CVs, scheduling Interviews.
- Connected with the clients as well as candidates till the joining of the candidates.

Organization- Ecera System LLC

Human Resource Internship (June 2021 -September 2021)

- Created and Posted Job Descriptions on various job portals for multiple client and internal requirements.
- Screening profiles, shortlisting, scheduling and conducting interviews for clients and internal requirements.
- Conducting interviews to hire new resources for Web Development Programs.
- Conducting interviews to hire new interns for HR, Digital Marketing and Sales.

- Training and orientation of new hires and interns.
- US IT recruitment for C++, Java, Embedded Software Developers.
- Selecting candidates for H1B Visa Sponsorship Program.
- Created google form for skill assessments of candidates.
- Received "Achiever of the Month " & "The Growth Booster" certificate of appreciation for month of September 2021.

EDUCATION

Year of Passing	Course and Institute	Percentage/CGPA
2017	P.G. Diploma in HRM,Service & Industrial Law from Faculty of Law , Banaras Hindu University, Varanasi	66%
2018	M.A. Sociology, IGNOU	63%
2014	B.Sc. (Hons), Botany from Faculty of Science, Banaras Hindu University, Varanasi	7.17

SKILLS

<p>MS-Excel , MS-Office , MS-Power Point, MS-Word. Google docs, Google sheets, Google presentation, Google forms. Good Communication and ability to work as a Team player.</p>
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LANGUAGE

English

Hindi

PERSONAL DETAILS

Marital Status : Married

Nationality : Indian

Place : Lucknow