



MAYANK PAL

CONTACT

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A-2/34 - HOLI CHOWK - DAL MILL ROAD - UTTAM NAGAR WEST - 110059.

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in a organization which recognises the value of hard work and trust me with responsibilities and challenges.

EXPERIENCE

AMANZI CONSULTING / AMANZI TECHNOLOGIES

23 AUG 2022 - 07 FEB 2023

Job Role - HR RECRUITER

Designation - Talent Acquisition Executive

Key Responsibility Areas - Sourcing Candidates from different Job Portals, Screening Resumes, Shortlisting, Identifying, Interviewing Candidates, Talent Acquisition, Listening Queries.

EDUCATION

SECONDARY

2013

CBSE

50%

HIGHER SECONDARY

2015

CBSE

53%

GRADUATION

2022

B.A. POLITICAL SCIENCE

68%

INTERESTS

TRAVELING, FOODIE, MUSIC, MOVIES, VIDEO GAMES, HOME ORGANIZING, PERSONAL INVENTORY, SOCIAL MEDIA, WINDOW SHOPPING, COMPUTER PROGRAMS, TECH SAVVY.

DECLARATION

I hereby declare that above mentioned information is correct upto my knowledge and I bear full responsibility for the same.

SKILLS

Quick Learner, Adaptability, Flexibility, Learned Typing, Good Communication Skills, Team Player.

Technical Knowledge about Hardware & Software, ADVANCED PC USER.

Recruitment Knowledge - Identifying, Sourcing, Screening, Shortlisting, Interviewing Candidates.

Knowledge about Job Portals Naukri, LinkedIn, Shine, Foundit, Timesjob, Indeed, ApnaJobs, Workindia, JobHai, Hirect, Glassdoor.

Knowledge about MTI, S&SH Issues, Phonetic Alphabets, Maintaining Tracker, Proficient with MS OFFICE.

LANGUAGES

ENGLISH

HINDI

PUNJABI

REFERENCE

Available on Request -

PERSONAL DETAILS

Date of Birth : 04/09/1996

Marital Status : SINGLE

Father's Name : GURDEEP SINGH

Mother's Name : NEELAM PAL

