

# BHAWANA BHAKUNI

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SLF, Ved Vihar, Loni, UP | +91-9971464851 | bhakunibhawana21@gmail.com

## WORK EXPERIENCE:

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### Kalp Solutions | BPO Industry

Apr 2024 - Present

- Recruited candidates for BPO companies such as Wipro, Concentrix, Astra Inaezger, and Teleperformance.
- Utilized Naukri portal, Indeed.com, and LinkedIn for candidate sourcing.
- Conducted initial phone screenings and scheduled interviews.
- Maintained and organized candidate databases.
- Coordinated with hiring managers to understand job requirements and ensure a smooth recruitment process.
- Developed and implemented effective recruitment strategies to attract top talent.

### KWALITY JOBS | IT and Non-IT Recruitment

Sep 2023 - Mar 2024

- Recruited candidates for IT and Non-IT companies including INFOSYS, NeoSoft, and Navi Technology.
- Conducted initial phone screenings and scheduled interviews.
- Maintained employee files, including onboarding paperwork and other documents.
- Utilized Naukri portal, Indeed.com, and LinkedIn for candidate sourcing.
- Coordinated interview schedules and communicated with candidates throughout the recruitment process.
- Assisted in developing job descriptions and posting job advertisements.
- Coordinated with clients to understand their hiring needs and provide regular updates on recruitment progress.

## INTERNSHIP:

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### SPL CONSULTANCY | HR INTERN

JUN 2023 - AUG 2023

- Utilized the Naukri portal for candidate recruitment.
- Managed candidate databases efficiently.
- Oversaw the entire recruitment process from beginning to end.
- Conducted initial screenings and facilitated interview scheduling.
- Provided support in the onboarding process of new hires.

## EDUCATION:

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### Bachelor of Computer Applications

Maharshi Dayanand University Rohtak, Haryana

2020 - 2023

### Intermediate - CBSE

Nav Jeewan Model Public School, Ghaziabad

2020

## SKILLS:

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- Proficient in MS Word, MS PowerPoint, and MS Excel.
- The intermediate level of MySQL knowledge
- Good communication skills and presentation skills.
- Ready to accept any challenging work task.
- Building connections and maintaining healthy relationships.
- Compliance and Policy Adherence
- Problem Solving and Critical Thinking
- Time Management and Prioritization