

Gurpreet kaur

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Contact Number: +91 –8447954919

Current Address: B-13 Upper First floor , Chander Vihar , Gali No -34 , Nilothi Ext , New Delhi -110041

Professional Summary

- **Total experience of 4.6yr**
- **Hands on** experience of 4.6yrs for domestic IT & NON IT recruitment. Strong knowledge of recruiting and hiring processes include profile sourcing, interview of candidates, reference checks.
- **Good Knowledge of recruitment process** including Technical Screening of Candidate and IT skills like Java Developer, Devops Engineer,.Net Developer, Solution Architect, Cloud Engineer, QA Tester, Business Analyst and React JS Developer , Mern & Mean Stack Developer , Full Stack Developer , PHP Developer etc. In Non-IT recruitment handling the hiring for Banking & NBFC, BPOs & KPOs , Manufacturing , Industrial Automation , Semiconductor , Engineering & Construction industries.
- **Good knowledge and working experience** – fulfill the need of clients according the requirements and also creating the Boolean search, Resume Sourcing from different resources like Job Boards (Monster, Naukri)and Social Sites (LinkedIn) and other activities related to Submission like create and maintain report and etc.
- **Good exposure** with MS-Excel and MS-Word to create and maintain the submissions, interviews.
- **Good exposure** with direct hire/full time roles.
- Coordinate with candidates to schedule the interviews and follow up.
- Have excellent Technical, inter-personal and communication skills.
- Extensive expertise of requirement activities which includes – find right candidate, screen properly according to job description and follow the complete cycle of requirement.
- I am responsible, loyal, reliable, and independent worker with high level of enthusiasm and creativity.
- Efficient in communicating well in written and verbal both.

Education Details

Bachelor of Commerce

2017

Delhi University

Class 12th

2014

C.B.S.E Board

Class 10th

2012

C.B.S.E Board

Professional Experience

Orbitouch Outsourcing Pvt Ltd.

Dashmesh services.

Nov 2020 to till 06 Aug 2024

Sep 2019 – Oct 2020

Orbitouch Outsourcing Pvt Ltd

HR Recruiter cum Team Lead (Nov 2020 to till 06 Aug 2024)

- Responsible for End to End Recruitment.
- Screening, short listing candidates sourced through job portals and references.
- Leads the creation of recruiting and interviewing plan for each open position.
- Coordinating with interview Drives.
- Ensuring the profile fitment for the position as per the business requirements.
- Coordinating with business and candidates for scheduling interviews of the shortlisted profiles.
- Keeping constant follow up with the business and the candidate to ensure the timely on-Boarding of the candidate.

- Maintaining a data for joining's and coordinating with the team manager for the update and handling the team of 2 people.
- **Hands on Knowledge**
- **Good Knowledge of recruitment process** including Technical Screening of Candidate and IT skills like Java Developer, .Net Developer, Network Engineer, Cloud Engineer, IT Service Delivery Manager, QA Tester, Business Analyst , React JS Developer , Mern & Mean Stack Developer , Full Stack Developer , PHP Developer etc. In Non IT handling the hiring of Electrical Design Engineer , Mechanical Design Engineer , Pcb Designer , Embedded Engineer , Hardware Design Engineer , Business Development Manager , Sales Manager , Accountant , Customer Care Executive , Telecaller , Civil Engineer , Site Engineer , Purchase Executive , Pipe Design Engineer , MEP Design etc.
 - **Good knowledge and working experience** – fulfill the need of clients according the requirements and also creating the Boolean search, Resume Sourcing from different resources like Naukri, Shine & Social Sites (LinkedIn) and other activities related to Submission like create and maintain report and etc.
- **Environment**
Shine, Naukri, LinkedIn, MS-Excel, MS-Word, Gmail.

Dashmesh services.

HR Recruiter (Sep 2019 – Oct 2020)

- Responsible for End to End Recruitment.
 - Screening, short listing candidates sourced through job portals and references.
 - Leads the creation of recruiting and interviewing plan for each open position.
 - Coordinating with interview Drives.
 - Ensuring the profile fitment for the position as per the business requirements.
 - Coordinating with business and candidates for scheduling interviews of the shortlisted profiles.
 - Keeping constant follow up with the business and the candidate to ensure the timely on-Boarding of the candidate.
 - Maintaining a data for joining's and coordinating with the team manager for the update.
- **Hands on Knowledge**
- **Good Knowledge of recruitment process**-for Voice process,non-voice process,Sales Manager,BOM,Sales Executive, Account executive e.tc
 - **Good knowledge and working experience** – fulfill the need of clients according the requirements and also creating the Boolean search, Resume Sourcing from different resources like Naukri,Shine & free job posting site-Quikr, OLx, Asaan Jobs and other activities related to Submission like create and maintain report and etc.
- **Environment**
Naukri, Shine, MS-Excel, MS-Word, Quikr, Asaan Jobs, Gmail.

PERSONAL DETAILS

Father's Name: **Mr. Joginder Singh**
 DOB: **28 Nov 1996**
 Marital Status: **Unmarried**
 Language Known: **Hindi , English & Punjabi**
 Hobbies: **Listening songs , Browsing Internet**

DECLARATION

I hereby declare that all the information given below in true to the best of my knowledge.

Date:

Place:

(Gurpreet Kaur)