

CURRICULUM VITAE

NANCY JOHN

Address: D 154 Krishna Park Deoli Road Khanpur New Delhi (110062).

CARRER OBJECTIVE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

CONTACT

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STRENGTH & HOBBIES

- Quick learner.
- Honest & Punctual.
- Good Communication Skill.
- Time Management.
- Arts, Singing, listening music, Reading Stories.

PERSONAL DETAILS

- Father Name: Mojesh John
- Date of Birth: 29 April 2002
- Marital Status: Unmarried
- Gender: Female

EDUCATION

National Institute of Open Schooling.

Passed Out 10th from NIOS BOARD IN 2019.

National Institute of Open Schooling.

Passed Out 12th from NIOS BOARD IN 2021.

Indira Gandhi National Open University.

BA (Political Science Honors) 2st Year Pursuing from IGNOU.

WORK EXPERIENCE

Curious Consulting Pvt. Ltd.

Feb 2022 to Aug 2023 as a **HR Recruiter**.

- Successfully reduced time-to-hire by 20% through streamlining recruitment processes and implementing targeted sourcing strategies
- Improved candidate quality by implementing behavioral interview techniques and competency-based assessments

Richa Group of industries.

Oct 2023 to July 2024 as a **Front desk Officer**.

- Implemented a new guest check-in procedure that reduced wait times by 15%, enhancing overall guest satisfaction
- Received consistent positive feedback from guests for excellent customer service and problem-solving abilities
- Recognized for maintaining high standards of cleanliness and organization at the front desk area, contributing to a welcoming environment
- Successfully scheduled and coordinated meetings for VIP guests, ensuring all arrangements met their expectations
- Managed email correspondence effectively, achieving a 90% response rate within 24 hours

SKILLS

- ❖ Basic Knowledge of Computer.
- ❖ Certificate course from NIIT inactive basic IT.
- ❖ Two months livelihood training course from Magic Bus India Foundation.