

# **JYOTI YADAV**

HR Recruiter

New Delhi

Uttar pradesh

E-mail-[jyotiyadav831892@gmail.com](mailto:jyotiyadav831892@gmail.com)

Contact no- 8756438089

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## **OBJECTIVE**

To be associated with an organization which gives me career path and job satisfaction using my skills

## **EXPERIENCE**

### **EdgeConnect Global Enterprises Pvt Ltd**

HR Recruiter

August 2022- October 2023

- Responsibility with clients and help them the candidates according to that clients requirement.
- Coordinate with clients and help them finding the best batch of candidates
- End to end recruitment for IT and Non IT hiring
- Preparing job description and conducting interviews
- Posting job on portal job portal like Job hai, Naukari.com, Indeed, LinkedIn etc
- Screening resume short listing negotiation, taking telephonic and f2f interview
- Following up with the candidates from Initial stage till joining

### **Helloverify India Private limited**

Senior Sales Executive

Jan,2022 – Aug 2022,

- Generating the leads for the background verification of employees.
- Onboarding the client from different industry.
- Monitoring the incoming leads and response delivery.
- Managing the daily targets of telli- calling by the team.
- Coordinating and organize meeting with key decision makers of the organisation

## **INTERNSHIPS**

### **Tri Edge Solution**

(12/2021 - 03/2022)

Digital Hiring Intern

- Posting the requirements on the social media.
- Running a social media for a same.
- Collect and collate resumes and send them to the hiring manager by day end.

### **Aashmaan foundation**

(05/2021 - 12/2021)

Human Resources Recruiter

- Recruitment
- Interview
- Selection
- Onboarding

## **CERTIFICATES**

- Data Analytics using Advanced Excel (12/2020 - 01/2021)

## **PROJECTS**

- A study on fundraising handling processor in Aashmaan Foundation

## **EDUCATION**

**Ashoka Institute of Technology and Management, Varanasi**

MBA

2022

Specialization -Finance and Marketing

**Mahatma Gandhi Kashi Vidyapith University, Varanasi**

B.Sc,2020

Specialization - Mathematics and physics

**Guru Nanak English School, Shivpur Varanasi**

12th,2017

Stream -PCM(physics, chemistry,maths)

**Balniketan Jr High School**

10th,2015

## **Skills**

Onboarding

Monitoring leads

Grievance handling

Record keeping

Coordination and meeting organization

Marketing and sales

Background verification

Entry in Excel/Google sheets and on other Internal Portals

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## **PERSONAL INFORMATION**

Father's name- Mr.Rakesh yadav

Mother's name- Bidhya Devi

D.O.B-14 Aug,1999

Nationality- Indian

Religion - Hindu

Language known- Hindi & English