

CURRICULUM VITAE

MS. MANMEET KAUR
J-8/102,3rd floor, Rajouri Garden,
New Delhi – 110027.

Contact No : 9810226960

Having total 18 yrs of experience out of which 16 yrs experience is in Non -IT recruitment industry, business development, HR coordination, client coordination, office coordination, team Handling, counselling and sales coordination.

Education Qualification : # B.A.PASS from Delhi University

Professional Qualification : # Done 3 Yrs. Computer Course from
NIIT South Extn.

Computer Awareness

Operating System

Application # Ms-Doss, Ms-Word, Window-98,
Ms-Excel, Ms-Access, Ms-Powerpoint
For Pro.

DTP Pagemaker, Corel Draw, Internet,
E-mails.

Working Experience #

April 1997-Dec 1999 :

Worked as Co-ordinator in **Magic Leasing & Finance Pvt Ltd, DSA ABN AMRO BANK.**

Job profile :

1. Coordination with Bank Retainers for approvals & disbursals of finance cases.
2. Coordination with sales executive for their files and documentation.
3. Calling the customers and fixing the appointments for the deliveries of the Cars.

Jan1999-Feb2001—

Worked as Sales Coordinator first and then & Team Head with **Satyam Online in DSA of CITI BANK (Administration Department)**.

Job profile : Client Coordination :

1. Sales coordination with the clients taking their complaints and solving their queries

Team Management :

1. Handling 10 sales executive in a team.
2. Taking reports and maintaining MIS reports at the end of day.
3. Was also responsible for their achieving targets.
4. Allocating them different Areas for field sales.

2001-Feb2003 :

Worked as a counselor & placement coordinator in the institute of giving courses like at TOFEL, GRE, GMAT and also a placement agency name as **Career Makers**.

Job Profile :

1. Handling the counseling area. Was counseling the students and converting it into the large no. of admissions.
2. Was handling walk-in of the students
3. Handling recruitment procedures i.e approaching the companies, calling the candidates, taking interviews, shortlisting and screening the candidates and placing them to different companies.
4. Also attending outdoor meetings.
5. Follow-ups with the candidates for their joining, coordination with the companies and consultants.
6. Taking care of joining formalities also.

Feb 2003- March 2004-

Worked for 6 months project with Nestle India Ltd as Team Manager which was taken by the company name as Frontier Integrated Marketing India Pvt Ltd.

Job Profile:

1. Handling 16-20 telecallers team for outbound sales
2. And was responsible for their monthly targets, giving them assignments for different project.
3. Reporting to seniors for the performance of whole day. and handling other activities also handling escalated calls and resolving their queries.

2005-till 2014 July

Designation-

Worked as a freelancer HR recruiter experienced in hospitality, construction, education, and security industry. telecom in Howell Protection System pvt.ltd.

Job Profile:-

1. Was doing freelancing assignments for HR projects and doing end to end recruitment.
2. The job responsibilities were-- taking requirements from the company and completing them.
3. Sometimes visiting the client and attending the meetings for the requirements
4. Interviewing the candidates, screening and shortlisting them and placing to the different companies
5. Follow-ups with the candidates for their joining dates and any other related issues.
6. Coordinating with the companies HR Dept. and different consultants
7. Handling their salary negotiation part also. And also taking care of their joining formalities.
Placing job adv. and taking job portals like (Naukri, Monster) and searching the database.

Some of my freelancer client list—

Educomp

- Fireball Securitas P.Ltd.
- Group 4 Securities P.Ltd
- Helpline Facility Management
- Educomp Ltd.
- Maples Int.Airhostess Training Institute
- AHA Academy
- **All About Staffing P.Ltd.**
- Abhinav Outsourcing P.Ltd.
- Pragya (NGO)
- **Smile Foundation(NGO)**
- Times Academy
- Taiping India Carpets P.Ltd.
- AGS FOUR WINDS(International packers and movers)
- E-Call International (BPO)
- Omni Globe International(BPO)
- UEI GLOBAL INSTITIUTE
- Ambience Mall
- Delhi Stock Exchange
- Delhi Golf Club
- Clarens Hotel
- New look Skin care Ltd
- Media Entertainment Hub
- Devi Overseas Ltd.
- Howell Protection System Pvt ltd.

- Vedic Foods Ltd
- Platoon Securitas
- Helpline Facility Management Pvt. Ltd.
- VRJ Infra Developers

2014 Aug till March 2017

Was working as HR recruitment specialist in **Howell Protection System Pvt. Ltd.(Electronic Security Company) Sant Nagar East of Kailash.**

Job Profile -

1. Recruiting right candidates for there company., searching from job portals, taking interviews,shortlisting the candidates, doing follows with the company HR and candidates means end to end internal recruitment

Reason for leaving last job was -:

1. Howell protection system - company was shifted to Okhla industrial area which was far from my place

March 2017 to Sept 2018 was gap due to mother demise. As worked as freelancer and taken freelancing projects for recruitment till June 2019.

July 2019 till 10th Jan 2020

Worked as Sr. Hr. recruiter in **Orchid Consultancy** handling client coordination, team and recruitment for manufacturing industries, packaging Industry and freight Forwarding Industry

. managing team doing BD,client coordination, and recruiting candidates through Naukri portal and other sources like LinkedIn etc.

Feb 2020 till March (before lockdown)

Worked as HR Recruitment Manger in **Sheena Immigration and Manpower Solutions** now change to the name as **Resan Resource Management.**

End to end BD and recruitment, client coordination, Follow-ups, making offer letters, making attendance sheet. And was even handling operation part in immigration documentation.

Rejoin and worked in the same company since August 2021 till July-2022 as company post after Lockdown.

Aug 2022- Oct-2022

Working as Manager recruitment and into channel sales division (sales coordination) also in the company name as **Grammy Communication Pvt.Ltd..** Hiring for internal recruitment and looking after the channel sales activities like taking followups from the dealers and asking if they have any requirement about the product, sending them mailers.

Nov-2022- till date -

Working as Recruitment, HR and Admin Manager in **Mex Exhibition Pvt.Ltd.** Handling all recruitment part, taking attendance, looking after the administration part also, making HR Policies.

Activities -:
Worked as Girl Hostess in IT Comdex 96 in Pragati Maidan.
Worked as Hostess in PLAST INDIA 2003 In Pragati Maidan.

Worked for project known as speed for IMRB in Maruti Udyog Ltd March 2003.

Worked as Hostess with JOLEN INTERNATIONAL LTD. In IITF'2003.

Personal Details ---

Date of Birth

- 18th March, 1976

Marital Status

- Married

Language Known

- English, Hindi, Punjabi & German.

Attitude

- Hardworking, Polite, Term-Spirited, Honest

(MANMEET KAUR)