

APOORVA SRIVASTAVA

+91-8858399910



Apoorvasrivastava105@gmail.com



Human Resources (HR)

Noida, U.P., India



SUMMARY

Experienced professional in the Human Resources, looking to leverage my knowledge and skills to help the company grow. Possess excellent communication and interpersonal skills, as well as a passion for success. Committed to helping the company reach its goals and objectives.

CERTIFICATIONS

National 1 week webinar on IOT

Graduation

3rd place at Maths quiz

Diploma

Event Cordinator -Electronics

Diploma

SKILLS

- TeamWork
- Communication skills
- Interpersonal skills
- Presentation skills
- Time Management
- Project Management
- Problem solving
- Negotiation skills
- Data Analysis
- Market Research
- Strategic Thinking
- Leadership Skills
- Critical thinking
- Adaptability
- Ms Office (Power point, Advanced Excel, Word)
- Microsoft Outlook

LANGUAGES

- Hindi Native
- English Professional

PROFESSIONAL EXPERIENCE

HR Recruiter

Blueberry Digital IT Solutions, Delhi | March 2024 - Present

- Procuring new candidates through direct contact, word of mouth through sourcing from different portals like Indeed, Apna, Naukri, etc..
- Screening candidates profiles for different IT roles.
- Negotiating and scheduling interviews of candidates. Also, following up and hiring the candidates.

US IT Recruiter /Technical Recruiter

Head field solutions,Noida | Feb 2023- Feb 2024

- Manage and arranged 2 job applicants per day for interview for Apple in USA.
- Coordinate and schedule inetrveiw with the manager.
- Negotiated salary as per the job description.
- Placed over 2 applicant .

US IT Recruiter / Technical Recruiter

Skill Bird LLC, Noida | April 2022- Jan 2023

- Manage and arranged 2 job applicants per day for interview.
- Coordinate and schedule inetrveiw with the manager.
- Negotiated salary as per the job description.
- Placed over 1 applicant .

EDUCATION

NIIT, Hydrabad

Professional Program in Data Analytics
2021- 2022

CSJMU , Kanpur

Bachelor of Science (BSC in Mathematics)
2016 - 2019

Intergral University, Lucknow

Diploma in electronics engineering & communication
2019 - 2021