

CURRICULUM-VITAE

PREETI NAGAR

Chattarpur Extension Lakshmi Apartment

New Delhi 110074

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CAREER OBJECTIVE: -

- I am seeking for company where my experience can not only improve the status of the company but also automate the working process to the best possible one.

EDUCATION QUALIFICATION:-

Pursuing M.A From I.GN.O.U.

Complete B.A From Delhi University.

12th Passed From C.B.S.E Board Delhi.

10th Passed from C.B.S.E Board Delhi.

PROFESIONNAL QUALIFICATION:

- Basic Knowledge of Computers.
- MS Office (word, Excel)

WORK EXPERIENCE:

- 7 Months of work experience as a HR Executive in Mother Divine Fertility, Fortis C-DOC Hospital Ltd.

KEY RESPONSIBILITIES:-

- Source the candidate from different portal – Naukri, Indeed, LinkedIn, Workindia, Job hai.
- Conducted both Phone, video and Face to Face Interviews with Candidates.
- Sourcing, Screening, Scheduling candidates.

- Good Understanding of Medical & Non Medical Candidates.
 - Recruitment and Staffing:- Overseeing Recruitment Processes to Ensure Healthcare Facilities are Adequately Staffed With Qualified Personnel, Including Physicians, Nurse, Technicians, and Administrative Staff.
 - Monthly Attendance prepare.
 - Monthly and Weekly Medicine, Injections, Media & Consumer Stoke Maintained.
 - Daily Patient Package Sheet Prepare.
 - Administer the Entire Hiring process of New Employees.
 - Completing Joining Formalities Punching of Employees.
 - Create new and Effective HR Policies While Updating the Already Existing Ones.
 - Oversee the Termination Process of the Employees.
 - Maintain and Keep a Record of Employee Attendance.
- 1 Year of work experience as a HR Recruiter in Acreaty Management Services Pvt. Ltd.
 - 1 Year of work experience as a MIS Executive in Epochal HR Services Pvt Ltd.

KEY RESPONSIBILITIES:-

- Source the candidate from different portal – Naukri, Indeed, LinkedIn, India on job, Acretay Portal, Shine.com.
- Have to Coordinate with Clients Daily .
- Conducted both Phone, video and Face to Face Interviews with Candidates.
- Sourcing, Screening, Scheduling candidates
- Good Understanding of IT & Non IT Candidates

PERSONAL PROFILE:-

Date of Birth : 05/01/2002

Gender/Sex : Female
Marital Status : Unmarried
Nationality : India
Language Known : Hindi & English

DECLARATION:-

I hereby declare that the information furnished above are true & correct to the best of my knowledge and belief.

Date: ____ / ____ / ____

Place: _____

