**GEETIKA CHATURVEDI**

**Contact No. – 9910887644**

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**Location Preference – Delhi/NCR**

**Career objective:**

I aspire to collaborate with an organization that helps me to enhance my career path and add value by being responsible in achieving the assigned goals and targets.

**Profile Summary:**

• Holding **11Months** of experience in **HR Recruitment.**

• A good team player who can work individually and collaboratively with team.

**Career Contour:**

**Spectrum Talent Management - Noida (Nov 2018 - Feb 2019 )**

**Current Designation – Consultant (IT)**

* Work with the Talent Acquisition Manager on best practices
* Finding active and passive candidates using proactive sourcing methods, and networking to find top candidates for current and future openings. Uses cold calling, data base mining blogs, internet/web searches, LinkedIn, Naukri, Monster , Indeed.
* Prescreened candidates through a detailed screening process; evaluated compatibility with job order's specific requirements, ensured candidate was a proper fit and was in contact with candidates 80% of the time via phone and emails.
* Regularly called candidates for updates on job search, interviews and skills. Maintained rapport with active candidates.
* Preparing MIS reports on the no. of CV shared on Daily, Weekly and Monthly basis.

**Positions Handled-** Frontend /Backend/Fullstack Developer ,Medical coder,Data scientist /Data Analyst.

**Mancer Consulting Services - New Delhi ( Jan 18 – Sept 2018)**

**Current Designation- Management Trainee**

* Managing end-to-end recruitment for different business units across a variety of disciplines
* Identifying and evaluating the candidates with required Skill set and experience and make sure that it should match with the requirement as per the job
* Screening and short listing candidates sourced through portal (Naukri, Monster, Times jobs and LinkedIn) and validating them on their experience and interest on the role.
* Working through different bands, recruiting executives from entry level to senior roles, and execute internal & external search & selection methods to provide a quality list of qualified candidates.
* Assessed skill level of prospective candidates, conducted interviews, and discussed job responsibilities.

**Preparation of MIS –**

* Maintaining internal data of all the candidates
* Provide regular reports to management for daily recruitment updates
* Preparing reports on the no of closure, and offer decline numbers to ensure the flow of work to reach the aspire rates. Sending weekly, monthly and quarterly headcount and hiring report.
* Coordinating and managing pre-employment checks such as reference, ID, qualification and medical
* Releasing offer letters (initial level) and initiating the profiles’ background check

 **Positions Handled:**

 **Non- IT Hiring:** Sales, Marketing , Human Resource,Finance,BPO/ITES, Retail, Banking.

 **IT Hiring:** Frontend Developer/ Backend Developer/ Fullstack Developer, Business Analyst.

**Academic Qualifications :**

* **PGDM – HR & Marketing** with 6.7 percentile in 2018
* **BBA** with 68% marks in 2016
* **XII** with 74% Marks in 2013
* **XI** with 75% Marks in 2011

**Projects Undertaken:**

* **Summer Internship Project**

**Name of organisation:** Oriental Bank Of Commerce

**Duration:** May 2014 - June 2014 (2 Months)

**Project Title:** Working of OBC.

 **Name of Organization:** Akkado and Philips ( joint internship)

 **Duration:** May 2017 – June 2017 (2 Months)

 **Project Title:** Consumer Buying Behaviour While Buying the Juicer**.**

* **Bottom of Pyramid Project -**

 **Name of Organization:** Tarun Bharat Sangh

 **Duration:** 24-Sep 2017 – 14-Oct 2017 (21 Days)

 **Project Title:** Work Done by Tarun Bharat Sangh& Module on Efficient Use of Water.

**Activities:**

* Coordinated and organized various events and seminars held in College
* Coordinator of Finance Club in BULMIM
* Performed in various cultural program

**Personal Details:**

* Date of Birth : 7th September, 1995
* Marital Status : Single
* Languages Known : English, Hindi, Chinese
* Permanent Address : M-1/604, Gulmohar Enclave, RakeshMarg, Ghaziabad –201001