

# NIDHI TRIPATHI

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## ACADEMIC PROFILE/ACHIEVEMENTS

Course	Institute	CGPA/%	Year
MBA(HR and Marketing)	Galgotias University	7.73	2018
B. Tech Biotechnology	SHIATS	5.84	2014
All India Secondary School Examination (12th)	Air Force School	66.6%	2009
All India Secondary School Examination (10th)	Air Force school	66.6%	2007

## WORK/PROJECTS

**Company Name-**  
HCL Technologies  
Ltd.

**Location-** Noida  
(10-Oct 2018-  
Present)

- Responsible for end to end recruitment cycle-Posting, Sourcing, Interview Coordination, Documentation, Follow-ups.
- Creatively source high calibre candidates by maximizing internet resources, direct calling, employee referrals, Naukri, LinkedIn etc.
- Act as single point for designated candidates for all recruiting related questions and concerns.
- Taking initial phone screening to judge communication and background.
- Conduct walk-in drives for volume hiring.
- Coordinate with college TPO's for campus hiring and for internships.
- Maintaining the resource database of the organization.

**Company Name-**  
KIPS India Pvt. Ltd

**Location-**Noida  
(March2018 –  
June 2018)

- End to End recruitment cycle.
- Sourcing, Screening and Interview Scheduling of Candidates.
- Documentation of candidates.
- Initial phone screening to judge communication and background.
- Handling emails and coordinating with marketing team and clients.

- Conducting Campus drives.
- Leave management using peopleworks
- Exit management using peopleworks.
- Maintaining data and generating reports on salesforce.

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## **Internship**

Reliance Jio  
Infocomm Ltd,  
Lucknow  
(2 Months)

- Project on effectiveness of training imparted to the promoted employee from ODSS to DSS.
- Conducted and organize induction,also took feedback from employees.

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Tools- Salesforce, Peopleworks,Outlook,Ms-Word, Ms-Word, Ms-Powerpoint

## **ACHIEVEMENT**

- Received Letter of appreciation and recognition from Reliance JIO for rrm learning course certification.

## **EXTRA CURRICULAR ACHIEVEMENTS/ACTIVITIES**

- Participated in Quiz competition at College level.
- Participated in club activities at Galgotias University.
- Participated in National Conference on Biotechnology for Sustainable Development.
- Participated in Soft Skills & Personality Development Program organized by Orbit Biotech Pvt Ltd.
- Attended seminar on “How to innovate like Steve Jobs” by Haja Mohideen President and CEO Rocheston, LLC.
- Represented college in cultural Fest at IIT-Kanpur (Antaragni) and IIIT-Allahabad (Effervescence).
- Participated and organized various college level cultural programs.

**CORRESPONDENCE ADDRESS**

B-449,Sector 19,Noida-201301