

Contact

Phone

9113794908

Email

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Address

Hazaribagh, jharkhand-825301

Education

2017-2019

MBA-Finance & marketing

Ghaziabad

2015-2017

BBA

Vinoba Bhave University,
Hazaribag

Skills

Microsoft Office Management
Excellent communication skill
Account Management
Customer service
Sales
US IT Recruiter
Sourcing
Networking
Screening
Job posting
Multi-Tasking
Legal Research

Windows 7, 8 & 10

Awards & Honors

- Attended Entrepreneurship Development Seminar at ITS Ghaziabad
- Participated in the Business Summit (Global India) at ITS Ghaziabad. from ITS
- Attended Seminar on "Personality Development" at Kelly Services India Pvt. Ltd.
- Secured 2nd Prize in Rangoli Competition at ITS.

SUJATA SHARMA

Recruitment consultancy

Career Objective:

Seeking a position where I can thrive in a challenging environment and utilize opportunities to develop my skills.

Professional Profile:

Experienced Customer Service Officer with a proven track record of delivering exceptional support and resolving issues effectively. Skilled US IT Recruiter adept at sourcing, screening, and matching top IT talent to client needs. Strong communicator and problem-solver, committed to providing outstanding service and achieving recruitment goals.

Experience

ZODIENT(4th oct 2021to Present)

US IT recruiter

- Screening and Evaluation: Conduct initial screening of resumes to assess candidate qualifications, skills, and experience.
- Job Postings: Write compelling job descriptions and post openings on relevant job boards and other platforms to attract qualified candidates.
- Candidate Engagement: Proactively reach out to candidates, provide information about job opportunities, and build relationships to ensure a strong talent pipeline.
- Interview Coordination: Schedule and coordinate interviews between candidates and clients,
- Candidate Management: Update and maintain the candidate database, keeping track of candidate profiles, communications, and feedback. Specialized in sourcing candidates for US IT roles, using LinkedIn and job portals effectively.
- Demonstrated expertise in tax terms (W2, C2C, and 1099) and various visa types (USC, GC, H1b, H4-EAD, GC-EAD, TN VISA, OPT/CPT) for hiring foreign talent

Axis Bank

Assistant Manager (gold loan officer)

○ 2020 - 2021

- To conduct valuation and verification of gold ornaments with respect to weight, purity & Detect spurious
- Ensure best practices in rendering services to customers.
- Respond to customer inquiries and resolve.
- Maintain customer databases and update periodically.

Axis Bank

Assistant Manager (Customer service officer)

○ 2019 - 2020

Oversee day to day banking operations in branch Processing customer request forms. RTGS, NEFT in A2ADD demand draft, Cash deposit and withdrawal slip posting, process account opening forms, transfer of other branch account debit card issue, up gradation, payment. Handling the customer queries Other than this also have sales experience pitching to the customer for all banking product.