

CURRICULUM-VITAE

Pooja Mishra

Email:- mahishukla.ril@gmail.com

Mob:- 8882164700

CAREER OBJECTIVE :-

Being a HR Recruiter want to achieve professional excellence, establish myself as successful & responsible person in the Field, I take up & make my work termed As 'THE BEST' with the help of my knowledge, skills, sincerity, Personality traits and most importantly my hard work. My goal at work place would always be make my work profitable and satisfactory for employer and myself.

EDUCATIONAL QUALIFICATION :-

- Matriculation from U.P. Board with First Division..
- Intermediate from U.P. Board with Second Division.
- B.A. from Allahabad University with Second Division.
- M.B.A. with HR and Finance from Lucknow University with First Division ..

SNAP WORK HISTORY:

- Worked with V Kconnect Associates from 25th February 2019 to 15th November 2019...
- Working with Intelio Technology as Senior Associate Talent Scout from 18th November to 31st August 2020..
- Worked with Rectrain Labs International Pvt Ltd. as Associate Consultant from 18th January to 31st March 2021..

Responsibilities-

- Valuate profiles and screen prospective candidates and determine their eligibility for employment based on their skills, education, experience and job profile.
- Recruiting the prospective candidates through multiple sources such as Job portals, Data banks, Advertisements, References, etc.
- To conduct the initial screening and interviews for junior and mid level positions depending on the requirement from the client.
- Scheduling and Facilitating Interviews.
- Follow up with the clients on a daily basis to know the interview results/status.
- Work closely within the departments to ensure openings are full-filled quickly and efficiently.
- Maintain database of all resumes coming through mails, to ensure resume collection and screening process result in viable candidates. Preventing redundancy of resumes through constant vigil of applicants.

Achievements:

- Awarded by Managing Partner as “5 Star Performer” in V Konnect in 2019.
- Awarded by Managing Partner as “Highest No Of Interviews” in V Konnect in 2019.

PERSONAL DETAILS:-

Name : Pooja Mishra
Gender : Female
Religion : Hindu
Current Address: Gurgaon, Haryana

STRENGTH:-

Optimistic, Volunteer, Honest, Good communication & Hard-Working.

DECLARATION:-

I hereby declare that all the information provided by me are true to be the best of my

knowledge
and I hold responsible for my irregularities if so found.

(Pooja Mishra)

Date: