

Preeti Verma

MASTERS OF BUSINESS ADMINISTRATION

Address – Laxman Vihar Para Road, Rajajipuram

Lucknow 226017

Email- preeti1891997@gmail.com

Contact No- 8707396010

Career Objective:

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

Qualification:

Masters of Business Administration HR (2020)

Sardar Bhagat Singh College of Technology and Management

Bachelor of Art (2018)

Pt. Deen Dayal Upadhyay Govt. Girls P.G. College (**Lucknow University**)

Intermediate from Mamta Modern Inter College 2015 (**UP Board**)

High School from Mamta Modern Inter College 2013 (**UP Board**)

Professional Experience:

Clickretina.com

Designation- HR Executive

Job Duration- June 2022 – Till date

Roles and Responsibility:

- Screening incoming resumes as well as application forms.
- Arranging telephone, videos, or in-person interviews.
- Keeping track of all the applicants as well as keeping them informed on the application process.
- Preparing job offer letter, Experience letter etc.
- Support other management work.
- Designing and implementing recruiting systems for the organizations.
- Develop your own network of suitable candidates.
- Handling of administration and record-keeping.
- Drafting or posting job descriptions.
- Evaluating the performance of the employees.
- Working on payroll management.
- Working on training and induction process of new joiner.
- Working on the holiday calendar.
- Create and implement effective onboarding plans.
- Working on company presentations and updates.

Parsley Management PVT LTD**Designation- HR Recruiter****Job Duration- January 2021- April 2022****Roles and Responsibility:**

- Design and update job descriptions
- Source potential candidate from various job portals like naukri.com, shine, apna.com and social media platforms
- Craft recruiting emails to attract passive candidates
- Screen incoming resumes and application forms
- Interview candidates via phone, video and in-person
- Prepare and distribute assignments and numerical, language and logical reasoning tests
- Advertise job openings on the company's careers page, social media, job portals and internally
- Provide shortlists of qualified candidate to hiring manager
- Send job offer emails and answer queries about compensation and benefits
- Collaborate with managers to identify future hiring needs

Technical Qualification:

- **ADCA** from Neera Computer Institute
- Knowledge of Microsoft office Package
- Familiarity with Internet

Strengths:

- Self Confidence
- Ability to adapt to difficult situations
- Hardworking
- Good communication skills
- Effective Stress Handling
- Capable to work independently as well as in team

Personal Details:

Father's Name	: Bechelal Verma
Mother's Name	: Geeta Verma
Date of Birth	: 18 th September 1997
Nationality	: Indian
Marital Status	: Unmarried
Gender	: Female

Language Proficiency:

- **English-** Read, Write, Speak
- **Hindi-** Native

Declaration:

I hereby declare that the above mentioned information is correct to my knowledge and I bear the responsibility for correctness of the above mentioned particulars.

Date:

Place: Lucknow

Preeti Verma