

ANKIT TIWARI

Freelance Recruiter

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📍 Noida, U.P

🌐 LinkedIn

EDUCATION

Bachelor of Science

Dr. B.R.A. University

📅 August 2012 - Jul 2015

📍 Agra

PGDM

Human Resource

**Institute of Management
Technology**

📅 June 2019 - current

📍 Ghaziabad

SKILLS

Microsoft Office

Advance Excel

English and Hindi Typing

End to End Recruitment and Selection

Teamwork and Collaboration

Scheduling

CAREER OBJECTIVE

Skilled MIS and Recruitment Professional with 3+ years Experience, I want to be a part of a renowned organization, to contribute towards the growth of the Organization, based on my expertise and to further my personal capabilities by learning from the new exposure within a structured framework of the organization.

WORK EXPERIENCE

Freelance Recruiter

SISManage Integrated Solutions Pvt. Ltd

📅 Apr 2020 - current 📍 Noida

- Recruitment
- Talent Acquisition
- Staffing
- IT and Non IT Recruitment
- Validation
- Followup

MIS Executive

Pandaje Web Services Pvt. Ltd.

📅 Jun 2017 - May 2021 📍 Noida

- Preparing reports
- Generating dashboards from different sources
- Coordinating input from internal vendor database into consolidated reports
- Also Responsible for Data Entry Work

Data Entry Executive

San Asian Pvt. Ltd

📅 Dec 2016 - May 2017 📍 Ghaziabad

- Fast Typing
- Accuracy and attention to detail
- Work on Data entry software
- Responsible for other Clerical Works