

# CURRICULUM VITAE

**AVIRAL PANDEY**

**Mob No.: 9634298611**

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## **CAREER OBJECTIVE**

To start my career in a reputed company in the field of human resource department where I, can utilize my skills and education knowledge to become the asset of the organization. I will work hard to enhance my knowledge so that I can also contribute in achieving the objectives of the organization.

## **WORK EXPERIENCE**

**Company Name: PureSoftware Pvt. Ltd.**

**(05 July, 2021 – Till Date)**

**Designation: Management Trainee Talent Acquisition**

**Role:**

- Sourcing the resumes from Naukri, LinkedIn and also from Reference.
- Screening the resumes of the candidates.
- Scheduling the Interviews.
- Talking to the candidates and collect important information from them.
- Posting the jobs on linkedIn.
- Work on preparing and maintaining the data.
- Performing some part of joining formalities.

## **INTERNSHIP**

**Company Name: SkillSanta (Interviewmiles Pvt. Ltd.)**

**(25.05.2020 to 06.07.2020)**

- Screening resumes of the candidates who applied for the jobs
- Taking the interviews of the candidates at the basic level
- Assisting in conducting the interviews
- Coordination with the hiring manager & recruitment developed multiple skills
- Maintaining the records of the candidates.
- Scheduling the interviews.

**Company Name: LSC Infratech Ltd.**

**(20.06.2015 to 21.07.2015)**

- Assisting HR Head for finding training requirement and scheduling training for employees according to requirement and need.
- Responsible for employee engagement activity, employee welfare activity etc.

- Responsible for managing Joining and Exit formalities, induction Exit interview, and preparation of HR documents such as offer letter, letter of employment, letter of con
- To manage all administration function including maintenance of Attendance record, Office management and upkeep of office complex, Controlling Absenteeism through Daily Analysis and Motivation.

## EDUCATION

Qualification	Institute	Board/University	Year	%/CGPA
MBA (Completed)	Amity Business School	Amity University	2021	7.78 CGPA
BBA	S.S.JainSubodh PG College, Jaipur	Rajasthan University	2016	68.86%
XII	Sumeet Rahul Goel Memorial School, Agra	CBSE	2013	68.33%
X	ST. Peter's College, Agra	ICSE	2011	65.71%

## SKILLS

- Good written and oral communication
- Knowledge of MS- WORD, MS- POWER POINT and basic knowledge of MS- EXCEL
- Good command on managing the work related to HR

## POSITIONS

- CR of the class
- Treasurer of HR Club in college

## PERSONAL DETAILS

Date of Birth : 24 June, 1994

Father's Name : Mr. Avinish Kumar Pandey

Mother's Name : Mrs. Rajni Pandey

Address : E-134 Kamla Nagar, Agra

**Declaration:** I hereby declare that all the information mentioned in my resume is true and correct to my knowledge and I take full responsibility for the accuracy of the particulars mentioned.

**PLACE:**

**SIGNATURE**

**DATE:**