**CURRICULAM VITAE**

**Aditi Rathore**

**Address:** 6/11, Second floor, Government staff quarter, Tilak Nagar Dali Bagh, Lucknow - 226001

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**Career Objective**

* Looking to explore and enhance my skills in the field of HR.
* To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenges.
* To obtain a position as Social Worker out of the passion to help other, to use organizational and active listening skills along with a degree in social work, to help individuals lead more balanced lives.

**Professional Experience**

* HR Recruiter at OnActive Consultants. (April 22 to till now)
* HR Intern in SIPL (3 Months).
* Lucknow 1 year work experience in social work with children’s at **Rajkiya Bal Sudhar Grah** to motivate and goal setting.
* 6 months Internship in **Lala Lajpat Rai Hospital (Halet Hospital) Kanpur** and experienced individual seeking the role of a Social Worker; willing to help those in need and are facing medical difficulties; possess the ability to provide psychological, physical, social, and emotional support to patients’ health challenges.

**Strength**

I am high self-motivated toward work by working under unfavorable condition and I make every effort to meet the deadline. I have done data searching and maintaining in excel file and uploading the same to portal.

I am looking forward to learn and explore in the field of HR and wanted to learn and manage multiple responsibilities in the same field.

**Technical Skills**

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| --- | --- |
| **Social Media Management** | I have good knowledge on job post canvas creation and posting jobs in multiple social media platforms like LinkedIn, Facebook, Hirect, Telegram and Intagram. |
| **Co-ordination** | I am also handling the candidate co-ordination and interview scheduling |
| **Resume Screening** | I have good experience is resume searching and candidate screening and short listing. |
| **Job Posting** | I am working on requirement gathering and **Job Posting** in my current organization |
| **Course Data Uploading** | I have done course searching thought out the India and uploading to company internal portal |
| **MS Office** | I have experience in maintaining data in excel file and filtering data, categorizing data. |
| **Operating System** | Windows 7 & 10 |
| **Computer** | Basic Computer Course |
| **Corporate communication** | I have learned Corp communication like mailing. |

**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **University** | **Year of Passing** | **% Of marks** |
| High School | Lalbagh Girls Inter College Lucknow  (UP Board) | 2004 | 59.00 |
| Intermediate | B P I C Inter College Lucknow  (UP Board) | 2006 | 64.80 |
| B.A. | Lucknow University | 2009 | 51.60 |
| LLB | Shia P.G college Lucknow | 2012 | 53.50 |
| MSW | C S J M University Kanpur from HR | 2020 | 66.09 |

**Professional Qualification**

* **Participated in 3Day's Workshop** on Social Behavior Change communication Organized by Department of Social Work & ACEE, CSJM University Kanpur/ JL Rohatgi Eye Hospital & Institute, Kanpur.
* **Master training on Financial Literacy** under Jaadu Ginnika programme. The training was conducted by Learning links Foundation as part of Vodafone Foundation's program on Financial Literacy.
* **Global Diabetes Walk** taking steps to prevent diabetes world diabetes day 14 November 2018 Organized by World Diabetes Foundation / Amar Ujala Foundation.
* One day work shop **Nutrition & Health**.

**Personal Details**

Date of Birth : 12 December, 1990

Father’s Name : Mr. Vishavambhar Nath Rathore

Marital Status : Single

Language Proficiency : English, Hindi

Other Interests : Participation in social Activities, Surfing through internet

I, hereby declare that the above statements are true to the best of my knowledge.

**Date:**

**Place: (Aditi Rathore)**