

SNEHA VAISH

512/471. Third lane nishatganj Lucknow
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LANGUAGES

Hindi
English

SKILLS

Critical thinking and problem solving
Effective time management
Ability to work in a team
Effective written and verbal communication
Effective computer skill

INTERESTS

Keen interest in listening to music
Traveling
Marketing
Sports
Cooking
Dancing

OBJECTIVE

Seeking a position in a dynamic organisation wherein i can showcase my skills in order to grow personally and professionally

EXPERIENCE

Executive Staff Ltd company 24/05/2023 - Till now

HR recruitment
End to end recruitment process
Screening candidates through various job portals like naukari shine indeed Linkdin .
Shortlisting candidates and scheduling interview.
Scheduling telephonic virtual interviews. Managing the company (Human Resources Information Software-HRIS

Organizing important events of the organisation.
Documenting exit interviews with outgoing employees.
Executing employee engagement programs.
Executed induction and orientation activities.

Sale profile hiring

SR Fast Connection Service 13/05/2022 - 30/08/2022

HR Recruitment
Worked with an organisation to provide employments to the clients who can provide services for the food delivery (Zomato or Swiggy) or can provide cab services (Ola or Uber)
To work with clients, provide all the necessary information regarding work and keep a track of their performance.

Manish KS Classes 2018 - 2023

Accounts Teacher
Improved my communication, organisational, interpersonal skill while providing knowledge in accounts.

EDUCATION

Shri Jay Narayan PG College 2022
B.com

Mahatma Buddha Inter College 2019
12th

ACHIEVEMENTS & AWARDS

Limca Greece World Record in dance

JR NDA certification in basketball