**-CURRICULUM VITAE**

**Prerna Yadav**

+91-9999860353 prernayadav792@gmail.com

J-69, RESERVE BANK ENCLAVE,

PASCHIM VIHAR,

NEW DELHI-110063 TEL: 011 2528 3619



**CAREER OBJECTIVE**

To improve upon my skills and work enthusiastically to achieve goal of the organization with devotion and hard work

**PROFESSIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| COURSE(Stream) Examination | Institution/University | Year of Passing | Performance |
| MBA | GGSIPU |  2015 | 73% |
| B.COM (HONS.) | University of Delhi |   2013 | 1018/1700 [59.8%] |
| EVENT MANAGEMENT AND PERFORMING ARTS | South Delhi Polytechnic for Women(Punjab Technical University) |  2013 | 851/1100 [77.36%](2years Diploma) |

**EDUCATIONAL QUALIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| COURSE(Stream) Examination | Institution/University |  Year of Passing | Performance |
| AISSCE(Commerce) | N. C. Jindal Public School(Punjabi Bagh) |  2010 | 415/500 [81.83%] |
| AISSE | N. C. Jindal Public School(Punjabi Bagh) |  2008 | 412/500 [82.4%] |

**EMPLOYEMENT PROFILE:**

**WNS GLOBAL SERVICES (TeamLease)April’16- Dec’16**

**HR Executive:** To take care of the end to end recruitment process for the various profiles for the outsourced departments for various different clients including travel, healthcare etc. from sourcing to getting them on the job till Induction. Also worked into support hiring and RnA positions

* Sourcing the right candidate through various online portals and scheduling their interviews.
* Coordinating the further face to face or telephonic interviews with the operations managers and conducting the other various steps to be followed.
* Help in the documentation and keeping informed the prospected employee before and on the date of joining.
* Managing the various vendor sites as per the requirement of the company.
* Coordinating with the vendors throughout the recruitment process.
* Negotiating salaries and following up with the candidate
* Utilize required systems to track candidates, workflow, sourcing data and screening information
* Maintaining systematic & comprehensive database of candidates
* Also been a part of the campus recruitment drives held in various universities for taking mass interviews.

**American Express (Third Party Payroll) ​ Dec’ 2017 - Dec’ 2018**

Recruitment Specialist :

Taking care of the BPO sector with across level and across department profiles of customer service, sales, collections, travel etc for American Express.

Identifying, assessing and developing an external candidate pool for open positions using various portals and references

Job Description:

• Handling recruitments for the frontline domain

• Helping the team members to achieve their individual targets

• Interview job applicants; review application/resume; evaluate applicant.

• Regular follow up with the candidates for their timely interview processing and joining formalities.

**MARK MAKERS Dec’18- Current**

**Sr. Recruiter** Taking care of the BPO sector with across level and across department profiles of customer service, sales, collections, travel etc for various BPOs and KPOs.

* Handling the end-to-end recruitment cycle for the BPO Domain.
* Identify and source suitable new candidates through various resourceful networking techniques and various online resources (e.g. professional groups) like Naukri.com etc.
* Mine social networks (e.g. LinkedIn/Twitter), and competitors to maintain and active candidate pipeline
* Interview job applicants; review application/resume; evaluate applicant.
* Negotiating salaries
* Coordination for face to face or telephonic interviews.
* Regular follow up with the candidates for their timely interview processing and joining formalities.

**Support and Lateral Hiring:**

* Taking care of the support business of pur clients
* Wokring on the sourcing of profiles into content writting, finance, marketing, sales, php it profiles, graphic designing etc
* Trained the new hires on sourcing methods
* Stakeholder management, client visits and meeting for taking various requirements and helping them by providing the right talent within the given TAT

**Currently working as an Assistant Team Leader for Lateral Team**

* Helping the team in understanding the requirement and job descriptions
* Assisting them in using various online portals for sourcing
* Taking care of the Mid-Level and Senior level hiring for our existing clients
* Managing good PR with the clients to get more business
* Assisting colleagues and team members with coordination of knterviews for various job opportunities
* Closely coordinating with the client and candidate for closure and keeping them live for that duration
* Giving team the right download of the requirements shared by the client

**MINOR PROJECT:**

Title: Empirical research on *Employee Response to Engagement Endeavors by the Organization*

***Company****:* Lite Bite Foods Pvt Ltd

**MAJOR PROJECT:**

Title: Reducing Vulnerability and Building Resilience for women in IT sector.

(To identify the various problems and personal consequences faced by women employees in IT industry)

**AWARDS AND ACHIEVEMENTS**

* Prepared and presented a paper on “Reducing Problems Faced By Women In Workplace” in the 2nd National Conference on Inclusion and Accessibility (Paper was selected and was publish accross India)
* Won a Scholar Badge and brown Blazer for excellent performance in academics for five consecutive years in school
* Award for first position in college in Event Department

**STRENGTH**

* An effective, hardworking, punctual and patient listener
* Able to adopt a reasonable and flexible approach to solving problems
* Sincere and dedicated

Basic knowledge of MS Word, MS Excel, MS PowerPoint

**PERSONAL INFORMATION**

Date of birth - 07/07/1992

Nationality – Indian

Father’s Name – Mr. Suren Yadav

Marital Status – Unmarried

September 020

New Delhi Prerna Yadav