**SAVITA GOYAL E-mail address :** savi96savig@gmail.com

**Mobile: -** +91-9936319605 **Current address :** Noida Sector-20 Block A-5

+91-6393277891

**JOB OBJECTIVE:-**

To work in a progressive & professionally managed organization, and a culture of finding and sharing of new ideas with conductive environment for career growth and Continuous learning.

**CARRIER OBJECTIVE:**

To obtain a position requiring innovative and challenging initiative that will utilize my academic and professional skills and offer advancement and serve best for organization.

**EDUCATIONAL QUALIFICATION: -**

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| --- | --- | --- | --- |
| **Qualification** | **University / Board** | **Year** | **Percentage** |
| M.C.A | A.K.T.U. UNIVERSITY | 2018 | 70.32% |
| B.C.A | C.S.J.M UNIVERSITY | 2016 | 66.11% |
| INTERMIDIATE | U.P BOARD | 2012 | 77% |
| HIGHSCHOOL | U.P BOARD | 2010 | 64.6 % |

**TECHNICAL KNOWLEDGE:-**

* **Applications:** MS Office (Word, Excel, PowerPoint).
* **Personal Strength:** Self motivated, Highly adaptive to new environment,

Can work independently **a**nd also in team.

I can work in pressure also.

* **Cisco Certified Network Associate Course:**

Provisional Certificate of CCNA (Cisco Certified Network Associate)

* **Undertaken Networking project on packet tracer:**

Delhi university network setup (A project in we can see how a LAN network is connected and the connection is established among Networks)

**EXPERIENCE**

* 1 year experience in “HEADSTAR” as HR Recruiter.
* 3 months experience with “eTeam Info Service” as "Associate Recruiter" for recruitment in many IT companies (MNCs) : like IBM, Cognizant Technology Solution, HCL, Wipro Technology.
* 6 months experience with "IDC Technologies" as "IT Recruiter" for end to end recruitment. Here i served to

many known MNCs like Cognizant, HCL, Wipro, Sapient (Publicis Sapient),Orange Business Services, Qualitrix,

Qualitest, Oppo Mobile, TLGIndia, Birlasoft,Incedo, WIldnet.

M**y roles and responsablities:**

End to end recruitment.

Identifying future hiring needs and developing job descriptions and specifications.

Collaborating with department managers to compile a consistent list of requirements.

Attracting suitable candidates through online portals, databases, online employment forums, social media, etc.

Conducting interviews and sorting through applicants to fill open positions.

Assessing applicants' knowledge, skills, and experience to best suit open positions.

Completing paperwork for new hires.

Promoting the company's reputation and attractiveness as a good employment opportunity.

Keeping up-to-date on current employment legislation and regulations and enforcing them within the company.

Providing recruitment reports to team managers.

**PERSONAL SKILLS: -**

* Team Work & solitude(solo Building)
* Willingness to learn
* Hard worker and positive thinking

|  |  |  |
| --- | --- | --- |
| **PERSONAL DETAILS:-** |  |  |

**Date of Birth :** 11-06-1996

**Father’s Name :** Mr. BrijMohan

**Sex** : Female

**Marital Status :** Unmarried

**Nationality :** Indian

**Language Known :** Hindi, English

**HOBBIES** : Playing volleyball, making rangoli, craft and painting

**Date** : 23/06/2020

**Place : Prayagraj** **Savita Goyal**