



RITESH KUMAR PATI

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OBJECTIVE

Gain expertise in talent acquisition and recruitment, learning the ropes of sourcing, screening, and onboarding top-notch candidates that align with organizational goals. Make a career in the field of human resources in a reputed organization. Seek an opportunity in the field of HR to enhance my skills and knowledge.

QUALIFICATION

Matriculation (JAC Board Ranchi) (2016)

- School:-ST. Marry's Hindi High School
- Division:-2nd division
- % of Marks:-54.2%

Intermediate (JAC Board Ranchi) (2018)

- College:- Co-Operative College, Jamshedpur
- Division:-2nd division
- % of Marks:-52.4%

Graduation (B.Com) (Kolhan University) (2021)

- College:- Co-Operative College, Jamshedpur
- Division:-2nd division
- % of Marks:-56.2%

MBA (Arka Jain University) (2021-2023)

- College:- Arka Jain University, Jamshedpur
- Appearing

INTERNSHIPS

TATA STEEL

- Duration:- August 2022 to Jan 2023
- Program:-HR Internships
- Recruitment Process
- CV Scanning
- On Board Process
- Employment Engagement

Date:

Place:

ITSKILLS

- DCA in computer applications
- Tally ERP 9.
- MS EXCEL
- MS WORD

PROFESSIONAL SKILLS

- Hiring Process
- Time Management
- Problems Solving
- On Boarding Process
- CV Screening
- Talent Acquisition
- End to End Recruitment
- HR Management

STRENGTH

- Quick Learner
- Self-Motivation
- Hard Working
- Punctual
- Communication Skills

LANGUAGE KNOWN

- Hindi
- English
- Oriya
- Bengali

PERSONAL INFORMATION

Father's Name: Grirish Chandra Pati
Date of Birth: 21/11/2000
Nationality: Indian
Gender: Male
Marital Status: Unmarried
Religion: Hindu

Signature