

CURRICULUM-VITAE

RUPAL JHA

Contact No.: 08318098525

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CAREER OBJECTIVE: -

To start career in a reputed and well- established company wherein I could utilize my analytical ability, learning aptitude and technical skills in this field to contribute to the corporate and to set new heights of innovation and creation in a challenging environment.

WORKING EXPERIENCE: -

Company Name: - Quess Corp Limited (Reliance Jio Mart B2B) Oct 2021 – Till Date

Role: **Onboarding HR Executive**

Job Responsibilities:

- Complete onboarding of all hired candidates.
- Maintaining a database of all candidates.
- Collect documents of candidates through calling or email.
- Employee engagement activities.
- Employee/ Client retention.
- Focus on clarifying the new associate's role & performance.
- New associates start becoming exposed to your company's culture as soon.
- HR Induction done immediately after an employee join to make them aware of the company they need to do.

Company Name: - HUMAN POTENTIAL CONSULTANT

July 2021 – Oct 2021

Role: **Senior HR Recruiter**

Job Responsibilities:

- Managing recruitment & hiring for all levels of positions in Non-IT.
- Searching the right candidates from Job Portals Naukri.com and our own Database, getting reference from the candidate for any rare skill sets.
- Screening candidate profiles for all positions and lining up short-listed candidates for interview and coordinating with various Client's
- Calling the candidates and conducting telephonic interviews.
- Scheduling the candidates as per client requirements.
- Maintaining a database of all the candidates.

Company Name: - JOBSTREE MANAGEMENT
Role: HR Recruitment Executive

August 2019 – July 2021

Job Responsibilities:

- Managing recruitment & hiring for all levels of positions in Non-IT.
- Searching the right candidates from Job Portals Shine.com and our own Database Networking, LinkedIn or getting reference from the candidate for any rare skill sets.
- Screening candidate profiles for all positions and lining up short-listed candidates for interview and coordinating with various Client's
- Calling the candidates and conducting telephonic interviews.
- Scheduling the candidates as per client requirements.
- Bank bulk recruitment at various entry level staff.
- Head Hunting and poaching candidates through various channels.

ACADEMIC QUALIFICATION: -

- **M.Com.** from **C.S.J.M. University** Kanpur-2019
- **B.Com** from **C.S.J.M. University** Kanpur-2017
- **INTERMEDIATE** from **CBSE BOARD** -2014
- **HIGH SCHOOL** from **CBSE BOARD** Kanpur-2012

TECHNICAL SKILLS:

- MS Office, Excel, Power Point, Outlook

LANGUAGE KNOWN: -

- English and Hindi

PERSONAL DETAILS: -

- Father's Name : Shri Ravi Kumar Jha
- Date of Birth : 9th Dec, 1995
- Gender : Female
- Marital Status : Unmarried
- Nationality : Indian
- Address : Kanpur

DECLARATION: -

- I hereby declare that all the information given by me is correct to best of my knowledge.

Place: Kanpur

Rupal Jha