<u>RESUME</u>

Ankit Tiwari

Vill- Pure Deen Dayal Puram Post- Marui

 Ganeshpur Distt.-Ayodhya

Mobile No. 8115812109,7991831208

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Objective :

Application of all my knowledge and skill, with complete dedication to the job assigned,
Enjoys challenging assignments and looking forward to have an opportunity to prove myself

<u>ACADEMIC QUALIFICATION:-</u>

Examination	Board	Group	Year	Percentage	Division
High School	**U.P .Board**	**Science**	**2017**	**76.5%**	**1st**
Intermediate	**U.P.Board**	**PCM**	**2019**	58.2%	2ND
Graduation	**Dr. RM LAU Ayodhya**	**B.Sc(PCM)**	**2021(2nd) Year**	**-**	**Appearing**

<u>Self Skills:</u>

- ➢ Ability to adopt change in company culture.
- ➢ Fast decision-making skills.
- ➢ Ability to learn from failure.
- ➢ Hardworking & group work spirit.
- ➢ A Fluent communication skill.

Experience:

 Recruiter Executive in Merlin facilities (01-05-19 To 31-12-20).

Responsibilities:

- Communicate with clients to get a clear view of their hiring needs and organizational goals.
- Define job description and documents specification.
- Identify prospective candidates using a variety of channels
- Conduct interview
- Follow up reference and check credits
- Present shortlisted candidates.
- Present detailed candidate profile summaries.
- Making ESIC, Offer letter, and other letters.

Professional Qualification:
- ➤ Basic knowledge of computer and handling all numerical with computer C-Language

TEAM HANDLING: -
- ➤ A motivating leadership skill.
- ➤ Team Management and Leading.

CONDUCT OPEN HOUSE:-

- ➤ Conduct open house on monthly basis at sites to resolve employees' queries and distributions of pay slips etc.

PERSONAL DETAILS: -

Father Name	:	Mr. Ram Narayan Tiwari
Date of birth	:	21-01-2002
Gender	:	Male
Marital Status	:	Unmarried
Language know	:	Hindi & English
Nationality	:	Indian

DECLARATION:-

    I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

Date:-

Place: Lucknow   **(ANKIT TIWARI)**