

SHALINI VERMA

Lucknow, Uttar Pradesh.

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Internship

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Republic Motors

June 2017 to August 2017

(Appointed as Management Trainee)

- Responsible for recruitment cycle, sourcing and screening resumes of new hires, maintaining attendance sheet of other employees on regular bases.
- Hiring students from different parts of states (pan India) for live projects.
- Arranging meetings between clients and ASM, making cold calls for lead generations, taking follow ups, maintaining clients records for further paper verification process.
- Participated in CSR activity conducted by the organization moreover, also been the organizer for the organizational event that was conducted by the organization which represents my leadership quality.
- Received Pre-Placement offer letter out of 30 interns

### Work Experience

ICA Edu Skill Pvt Ltd Lucknow, Uttar Pradesh, June 2018

to June 2019

(Appointed as an Academic Recruiter).

- Need to promote educational products through cold calling, lineup student's admissions on daily bases.
- Dealing with Leave & attendance management for students as well as for other staffs.
- Giving presentations at colleges and universities to aware students regarding organization's educational products.
- Providing weekly progress reports on student counselling, enquiries, follow-ups and application forms filled by line up follow ups.
- Maintaining CRM for successful reporting of students.
- Maintain students records for Placements.
- Providing students with interview mock drill.
- Providing PDP classes to students.
- Maintaining good Rapo and relations with other educational institutes and corporates.

Axis Digital Circle- NOIDA, Uttar Pradesh, August 2019 to

December 2019

- Initiating sales with potential clients over the call.
- Making clients aware regarding their bank loan offers that is been activated on their bank accounts.
- Act as verifier in order to avoid any misleading of information to perspective clients.
- Listening to customers need in order to generate new sales.
- Taking regular follow ups.
- Arranging meet between client and ASM.
- Taking clients feedback in order to maintain good relationship with clients.
- Collecting documents of clients.
- Maintaining CRM for daily reporting.

ZOSTO Technology Private Limited - Lucknow, Uttar Pradesh  
March 2021 to Till Present

- Post job requirements on various portal constantly scan them for available candidate
- Posting job vacancies on different job portals, after sourcing screening of resume is done.
- Need to schedule interviews, coordinating with interview Panel.
- Conducting all joining formalities for new Joines, preparing offer letter, collecting all documents from Joines, taking care of their organizational credentials.
- Taking induction class for new Joines.
- Engaged in employee's engagement, conducting employee's satisfaction survey.
- Maintaining daily attendance of employees.
- Supervising employees work status on daily bases.
- Grievance redressal and keep them counselling as conditions required.

## Education

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### **Master's in Business Administration**

Doon Business School - Dehradun, Uttarakhand

2016 to 2018

Percentage -72.5%

### **B.COM (HONS.)**

Lucknow University (IMS),

Lucknow, Uttar Pradesh

(2012 to 2015)

Percentage -61.8%

## **STRENGTH**

- 1-Target Oriented
- 2-Confident
- 3-Loyal towards work and Organization.
- 4-leadership skills
- 5-Flexibility

## **Hobbies**

- 1-Singing
- 2-cooking and gardening
- 3-Dancing

## **Skills / IT Skills**

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- Power Point
- MS Excel
- MS Word
- outlook

## **Languages**

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- English - Fluent
- Hindi - Expert

## **Certifications**

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### **HR ANALYTICAL CERTIFICATE**

Present by - UDEMY

- 1-helps to deal with people analysis and applying analytical process to manpower so that we can improve employee's performance and improving employee's retention.
- 2)- facilitates employees' performance.
- 3) provides better work force planning.
- 4)provide better employee development