

KAVITA YADAV

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RESUME OBJECTIVE:

I want to be a part of team where I will be able to learn as well as contribute and at the same time add value to my organization.

WORK EXPERIENCE:

1. Currently working as **HR Executive (Generalist Profile) in ‘My Learning Course’:**

Duration: 11th May 2021 till now.

Role:

- **Recruitment of the profiles:** Educational Sales, Web Designer, Web Developer, Graphic Designers, HR Operations, Recruiter, Manual Tester, SEO Expert, Content Writer, Video Editor etc.
- **Operations:** Employee Welfare, Retention, Counseling of employees, Training and Development, Management of the website, Team Handling.

2. HR-Executive in ‘Vraddhi Business Solutions’:

Duration: 27th Feb 2020 to 31st Aug 2020

Role:

- Provide recruitment services mainly in healthcare industries.
- Human resource role- Short listing profiles of suitable candidates, Scheduling Interviews, Interview, molding suitable candidates.
- Bulk Hiring, Head Hunting.
- Client Acquisition, Client handling and management.
- Counseling of candidates to provide solutions to their problems.
- Business Development.
- Train new staffs in organization, Management also.

3. Advisor in Automobile ‘Mahindra and Honda’.

Duration: 3rd June 2019 to 4th Oct 2019 (**Part time**)

Role:

- Handling customer queries and providing fully satisfied services.
- Working as vendor in Mahindra and Honda.
- Advertise the products and treatments of ‘3M & Liqui moly’ to the customers.

- Learned about ceramic treatment also.
- Documentation.

EDUCATIONAL QUALIFICATION:

- **Post Graduation**
(Pursuing with Economics) from CSJMU - (2019 – 2021)
- **Graduation**
Completed from CSJMU in 2019
- **Intermediate**
Kendriya Vidyalaya No. 2, AFS Chakeri, Kanpur in 2016
- **Matriculation**
Kendriya Vidyalaya No. 2, AFS Chakeri, Kanpur in 2013.

SKILLS:

- CCC by NIELT – Basic computer knowledge
- MS Office – Excel, word & PowerPoint
- Mass-mail through Naukri.com portal
- Multitasking
- Cold calling
- Workaholic

PERSONAL DETAILS:

- Father's Name: Mr. Binda Prasad
- Date of Birth: 02/Jan/1997
- Sex: Female
- Nationality: Indian
- Religion: Hindu
- Language Known: Hindi, English, Punjabi (Speak), Russian (Read only).

ACKNOWLEDGEMENT:

I declare that all the information in this resume is true to my belief.

DATE:

PLACE: