

**PRACHI MISHRA**

Email ID: prachi.mishra672@gmail.com  
Mobile Number: +91 8928127059/ 9676811500

### **Objective:**

---

Human Resources Professional with almost 3 years and 5 months of experience in talent acquisition and talent development and HR operations. Aspiring HR profession with learning experience in HR activities. To work for an organization which would provide me the opportunity to improve my skills and knowledge thereby enhancing self-growth and achievement of organization's objectives.

### **Educational Qualifications:**

---

- Certified Human Resource Management Professional (C.H.R.M.P) Certification Program with practical training and hands on experience in core HR domain areas like: Manpower Planning, Recruitment Process Training & Development, Performance Appraisal, Employee Relations and Competency Mapping.  
Level : Advanced
- Certified HR Analytics from Ripples learning center on Pearson platform on 20th of October 2019.
- Passed M.Com Part I from University of Mumbai (M.U) in the year 2020 with 93%. Pursuing M.Com Part II.
- Passed Bachelor of Commerce from Thakur college of Science and Commerce under the University of Mumbai (M.U) in the year 2015 with 54%.
- Passed Std. XII from Thakur college of Science and Commerce affiliated to Maharashtra Board of Higher Secondary Education in the Year 2011-12 with 64%.
- Passed Std. X from N.L. Dalmia high school affiliated to Maharashtra Board of Secondary Education in the Year 2009-10 with 66%.

### **Work Experience:**

---

- Recruited from Genius pvt. ltd for the post of Customer Relationship officer (CRO) in Bharti Airtel company (2015- 2016) handling sales and services.
- Beginners guide for recruiter with Akash consultants service (2016- 2018)
  1. Sourcing CV from job portals, shortlisting CV based on client's request, scheduling interview, monitoring, taking and reviewing feedback.
  2. Companies like customer care for Bluedart, sales officer for Prestige company, front desk executive for Criticalog India pvt. ltd, Accounts executive for Caprihans, HR executive for Criticalog India pvt. ltd,

Internal audit for Caprihans, area in charge sales officer FMCG for Everest masala, IT administration profile for Adorpoweron, Area manager for Criticalog India pvt. ltd.

- Synnex Business Media Pvt Ltd (20th May 2019- 5th Sept 2019) as an HR Recruiter Executive. (sourcing cv through LinkedIn, Naukri, placement India, indeed etc, recruitment calling, taking interviews, sending offer letter after selection and coordinate with my senior hr, sending memos as per non-performance, sending attendance details to the operation team, coordination with the operation team.

### **Learning Experience:**

---

- On boarding formalities.
- Selection designing.
- Recruitment through social network and job portals.
- MBTI (Myrus Brojes Type Indicator)
- KPI formulation (Key Performance Indicator)
- Training management by ADDIE modal.
- Competency mapping.
- Behavioural event interviewing.
- Employee engagement activities.

### **Software tools knowledge:**

---

- Office automation and advance excel.

### **Achievements and Extra and Co-Curricular Activities:**

---

- Won 2<sup>nd</sup> price in Presentation on Digital marketing during Graduation.
- Participated in college and school's exhibitions.
- Participated for 8<sup>th</sup> National Science Olympiad Foundation Exam held in India and abroad during school.
- Participated and secured First grade with 73/100 in Maratha Mandir's Maharashtra Dnyanpeeth Exam.

## **Personal Details**

---

Date of Birth: 09/09/1993

Email ID: prachi.mishra672@gmail.com

Mobile Number: +91 8928127059/ 9676811500