

PARUL TAUNK

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CAREER STATEMENT : Seeking an intellectually stimulating and demanding position in a growth oriented organization which further enhances my professional capabilities, and strive for excellence with full dedication and commitment to gain more challenging responsibilities in the organization in near future.

Worked for companies like Automobile ,FMCG, Retail, Real estate, Pharmacy, Hospitality...

PROFESSIONAL EXPERIENCE:

Working with **Tesloye Consultancy** as a **Senior HR Recruiter**, from February 2019 till date (work from home)

Key Responsibility:

Generate leads from the company

Sending them agreements

Coordinating with clients to get openings for various positions.

Handling a team of recruiters.

Allocating work to all recruiters.

Working for all the junior and senior levels.

Sourcing potential candidates from various online channels.(Naukri, indeed ,Times ,shine, Apna hire and using all the free sites.)

Handling end to end recruitment (from joining to exit formality)

Screening resume and short listing candidates

Performing telephonic interview with candidates.

Scheduling interviews, preparing candidates for interviews,

Collaborating with hiring managers.

Extending offers

Follow up with the client for the payment at the end of the given period

Worked as a Talent Sourcing Associate in **Rian Placements** from 4th May 2015 till 11th February 2016.

Job Profile

- Experienced in managing modern HR Systems, maintaining harmonious relations among employees.
- Proficient in managing recruitment process for mid & Top level MGMT
- A keen communicator with strong problem solving, planning, presentation and people management skills
- Talent acquisition for PAN India for in house recruitment
- Employee engagement and motivation plans/activity
- Conducting preliminary interviewing & negotiations with candidates, identifying candidates on the basis of technical requirements, scheduling interviews & verifying candidate's credentials and expectations.

Worked as an HR Executive in **Golden jobs Placement** from July 2014 till 1st May 2015.

Job Profile:

- Sourcing Resume (Browsing, Contacts, Reference, etc.)
- Finding the quality and suitability of the CV as per client requirement.
- Keeping track of open vacancies in co-ordination with existing clients.
- Conducting telephonic interview & coordinating for walk-in.
- Coordinating with technical panel and scheduling interview.

Worked as an HR Executive in **Esigma Technology** (Placement Consultancy), Jamshedpur, from January 2013 to December 2013.

Job Profile:

- Sourcing Resume (Browsing, Contacts, Reference, etc.)
- Finding the quality and suitability of the CV as per client requirement.
- Keeping track of open vacancies in co-ordination with existing clients.
- Conducting telephonic interview & coordinating for walk-in.
- Coordinating with technical panel and scheduling interview.
- Maintaining MIS and proper filing system.
- Attending to employee's grievance and suggesting and providing guidance in consultation with HR Manager.

Worked as an **HR Executive in CLC, Jamshedpur**, from March 2011 to January 2013.

Job Profile:

- Responsible for issuing official letters like offer letter, appointment letter, relieving letter, experience certificate etc.
- Maintaining HR MIS & personal file of employees.
- Responsible for day to day office admin activities.

SKILL SETS:

A motivator with capability of achieving the best from provided resources.

Possess good communication skills.

A team player with a touch of humanity.

Rational strategist and Always open for learning

ACADEMIA

MBA (HR) from Sikkim Manipal University, scored (69.97%) in the year 2009.

Graduation (English Hons.) from Ranchi University, scored 56.38% in the year 2007.

10+2 (Commerce) from ICSE Board, Delhi, scored 59.60% in the year 2004.
Matriculation ICSE Board, Delhi, scored 72.80% in the year 2002.

ACADEMIC PROJECT 1

Four Weeks Summer Training at JMT, Jamshedpur, during the course of MBA (HR).

Project Title: "Training and Absenteeism"

Team Size: 8 Members.

Details: To find whether the training given to them is up to the mark or not.

To find the reason of their absenteeism.

ACADEMIC PROJECT 2

Four Weeks Summer Training at JUSCO, Jamshedpur, during the course of MBA (HR).

Project Title: "Training Effectiveness".

Team Size: 12 Members.

Details: To find out the effectiveness of the training.

IT SKILLS

MS Office – MS Word, MS Excel, MS PowerPoint.
Well versed with using Internet.

PERSONAL DETAILS :

Date of Birth : 19th February 1984.

Languages Known : English, Hindi and Gujarati.

Interest : Reading and travelling .

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particular.

DATE:

SIGNATURE: **Parul Taunk**