

CURRICULAM VITAE

Priyanka

Mobile No.: 8968243284

E Mail ID: priyanka29jul95@gmail.com

CAREER OBJECTIVE:-

Human Resource seeking a position at a company where I can have opportunities for: strong team collaboration, professional growth, and increased responsibility. My industry areas of expertise include the manufacturing, telecom and healthcare industry.

WORK EXPERIENCE:-

➤ **Talentpull and Infrastructure Pvt. Ltd.**

Sr. Executive- 7th April 2025 to till date **(WFH)**

➤ **Talentpull and Infrastructure Pvt. Ltd.**

Sr. Executive- 14th August 2020 to 4th December 2024

- Creatively sourcing diverse, high caliber candidates by maximizing internet resources, cold calling, social media, referrals, and networking.
- Utilize recruiting methods to identify and attract top-performing professionals within the telecommunications industry.
- Manage the prescreening of candidates, and propose a candidate shortlist to the responsible HR and operational managers
- Follow up with candidates to complete paperwork on time.

➤ **Job Suraksha**

Assistant Manager- 2nd April 2019 to April 2020

- Source potential candidates from various online channels (e.g. Social Media and professional Platforms).
- Craft recruiting emails to attract passive candidates.
- Screen incoming resumes and application forms.

- Interview candidate via phone calls.
- Provide shortlisted candidate to the hiring managers.

EDUCATION:-

- Masters in Business Administration, 2016-2018
- Bachelors in Arts, Geography (Hons.), 2013-2016
- 12th from CBSE Board
- 10th from CBSE Board

Skills:-

- Strong attention to detail
- Team player with a high sense of urgency and ability to adapt to a quickly changing environment.

PERSONAL DETAILS:-

Father's Name : Rajesh Kumar

Mother's Name : Seema Devi

Date of Birth : 4th August 1995

Marital Status : Married

Address : B003/00035, Jandpur, Near HDFC Bank, Mohali, 140301

Languages known: Hindi, English and Punjabi

Hobbies : Listening music, watching movies

Declaration:-

I hereby declare that the above information is true and correct to the best of my knowledge.

Date:

Place:

(Priyanka)

