

RESUME

Rounak

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OBJECTIVE

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

WORK EXPERIENCE

- ADS247365 INDIA PVT LTD
HR Recruiter (Internship)
December,2021-January,2022

ACADEMIC QUALIFICATION

- B.A. (Political Science) (Hons.)
 - University of Delhi
 - 2014-2017
 - 64%
- M.A. (Political Science)
 - University of Delhi
 - 2017-2019
 - 55%
- Post Graduate Diploma (Human Resource Management)
 - Indira Gandhi National Open University (IGNOU)
 - 2019-2021
 - 71%

SKILLS

- MS-Excel and MS-Word
- Agile and adaptable
- Effective communication, Interpersonal and leadership skills
- Extreme accountability and ownership
- Strong attention to detail and sound judgement
- Principal and practical work ethic
- Pragmatic problem solver
- Organizational and time management skills
- Strong aptitude for learning

- Inclusivity and diversity focused
- High emotional intelligence

ACHIEVEMENTS & AWARDS

- Advance Excel - Certificate of training (Internshala)
- Learning LinkedIn Recruiter (LinkedIn Learning)
- Recruiting talent with social media (LinkedIn Learning)
- Talent sourcing (LinkedIn Learning)
- Writing a compelling job description (LinkedIn Learning)
- NCC (AIR WING) (Ministry of Defence, Government of India)
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- Festival Coordinator – Chanakya (Departmental fest, Shaheed Bhagat Singh College)
- Water Conservation – Painting competition (Ministry of Water Resources, Government of India) (Rank first)
- Save India’s Forests, Fight Climate Change (Tata Consultancy Services, Sanctuary Tiger Programme) (Art Competition) (Winner)
- Thalassemia Awareness – Certificate of appreciation (Thalassemics India)
- Learning LinkedIn Recruiter (LinkedIn Learning)
- Recruiting talent with social media (LinkedIn Learning)
- Talent sourcing (LinkedIn Learning)
- Writing a compelling job description (LinkedIn Learning)

PERSONAL DETAILS

Date of Birth : May 26, 1996
 Gender : Female
 Marital Status : Unmarried
 Interests : Reading, travelling and listening to music
 Nationality : Indian
 Languages known : English & Hindi

DECLARATION

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

Date:

Place: New Delhi

(Rounak)