

+917827251472

raideepshikha5@gmail.com

A 402, Signature classic , Sompura gate,
Sarjapura, Bangalore, Karnataka 562125

Deepshikha Rai

Position Applied for Pre Primary Teacher /PRT

OBJECTIVE

Transitioning my carrier and seeking an opportunity of Pre-Primary teacher/PRT where I can groom up the young generation with my knowledge in an organization to utilize my skills. With the help of my cordial nature, I would like to rapport with students as well as teachers around me. Having Experience as Senior HR Recruiter with around three years in recruitment process. Eager to utilize my recruitment expertise to understand the needs of students while creating a positive and enriching educational experience.

PROFESSIONAL EXPERIENCE

- | | |
|------------------------------|--------------------------|
| ❖ Complete resource Pvt Ltd | (June 2023 to Till now) |
| ❖ Talific consulting pvt ltd | (July 2015 to July 2017) |

JOB RESPONSIBILITIES:

- Over 3 Years of experience in recruitment process.
- Sourcing the candidate from various job portals based on company requirements.
- Experience in using Job Portals like Naukri, Monster, Times jobs & using Social Media recruitment tools like LinkedIn.
- To prepare & post the job on recruitment sites.
- Screening the candidate resume and contacting relevant candidate.
- Calling the shortlisted candidates to know their interest about the job opening
- Pre-screening candidates to check their skills, interest level.
- Reviewing the applications, scheduling the interviews of shortlisted candidates.
- Follow- ups with the candidates.
- Convincing employees to attend the interviews.
- After interview sharing feedback with the employee
- Co-ordinate with the candidates till their joining.
- Update all records.

PROFESSIONAL QUALIFICATION

- Bachelor of Education (B.ed) from CRSU in 2018.
- Three months of Tally 9 (1.0) Accounting course.
- Diploma in computer application from Vedanta Foundation.

EDUCATION

Post-Graduation (M.A)	2013
J.P University, chapra	
Graduation (B.A)	2011
J.P university ,chapra	
12th	2008
BSEB,Patna	
10th	2006
BSEB,Patna	

KEY SKILLS

- A dedicated and ability to work as individual or as part of team.
- Excellent interpersonal and team skills.
- Progressive and Adjustable nature.
- Creative and Quick learner
- Target Oriented.

ACHIEVEMENT AND EXTRA CURRICULAR ACTIVITIES

- Got **Quiz certificate** at district level.
- Achieved Rank 1 in **Extempore Competition** at district level.
- Leading **volunteer** in district level functions.
- Participated in Games like **women's Cricket** and **Throw ball** .
- Got 2nd Rank for Participating in **Pokkalam** .

PERSONAL INFORMATION

Husband Name: - Mr. Ravi Kumar Singh
Gender: - Female
Marital Status: - Married
Nationality: - Indian
Language Known: - Hindi & English
Hobbies: - Event organizing & cooking
Strengths: - Extrovert & Optimistic

DECLARATION

I certify that all the information furnished above is correct and complete.

DEEPSHIKHA RAI