

Resume

Ranu Tiwari

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tiwariiksha2800@gmail.com

Career Objective

To contribute to an organization in the field of management where I can enhance my skills set by working in a challenging and competitive environment while at the same time contributing to the growth of the organization.

Work Experience

- **HR Recruiter**
(October 2021 to October 2022)
Fortune Shapers Placement, Indore

Roles and Responsibilities

- Handing resumes screening through **Naukri** portal.
- Experience in shorting resumes for Bank sales, Finance, and Insurance domain.
- Search candidates based on customer's requirements.
- Maintain excel-sheets for candidate's details.
- Co-ordinate with candidates via calls and mails.
- Responsible for document verification of selected candidates and forward the same to customers.
- Follow-up with candidates for their joining process.

Educational Credentials

• University/School Level

| Qualification | Year Of Passing | Board | Percentage |
|-------------------|-----------------|-------------|------------|
| MBA (Hr, Finance) | 2021 | DAVV Indore | 76% |
| PGDCA | 2019 | MCU Indore | 71.38% |
| BCOM | 2017 | DAVV Indore | 54% |
| 12 th | 2014 | M.P. BOARD | 66% |
| 10 th | 2012 | M.P. BOARD | 66% |

Personal Details

Date of Birth : 04/07/1997
Nationality : Indian
Address : Flat no. 209, Shrida Residency, Rajendra Nagar, Indore (MP) 452012
Marital Status : Married
Languages Known : Hindi, English
Hobbies : Listening Music, cooking, reading books.

Declaration

I here by certify that all the information provided here is correct to the best of my knowledge and Belief and I promise to abide by all the norms laid down by your esteemed organization.

Ranu Tiwari