



<b>EDUCATIONAL BACKGROUND</b>		
<b>MBA (CPI till 1<sup>st</sup> Trimester)</b>	8.17	2020
<b>B.Tech. (GNIT, Electronics and Instrumentation Engineering)</b>	64.44	2017
<b>XII<sup>th</sup> (DAV - IOCL)</b>	66.20	2011
<b>X<sup>th</sup> (DAV - IOCL)</b>	87.33	2009
<b>WORK EXPERIENCE</b>		
<b>12 Months, Engineering Recruiter, <i>Opusing Information Services</i></b> <ul style="list-style-type: none"> <li>• Clients – General Electric, United Parcel Services and Becton Dickinson</li> <li>• Recruiting - Sourcing, interviewing, selecting candidate for Oil and Gas, Energy, Administrative, Human Resource, Marketing, Accounting and Banking Financial positions- Petroleum Economist, Software Engineer GE Aviation, Dispatch Associate, Accountant</li> <li>• Own full-cycle recruiting interviewed, offered, negotiated and closed candidates for assigned requisitions.</li> <li>• Explore new marketing outlets using Internet-based technologies (i.e., social networking sites) to reach candidates and targeted groups.</li> <li>• Working with strong Boolean logics on Job Boards like Monster, Dice, Career Builder, LinkedIn, Indeed, TechFetch, Workable, JobsSpider, FreeJobPosting.com</li> <li>• Worked on ATS, JobDiva - Applicant Tracking System, Workable</li> <li>• Business Development for new clients, led the client proposal meeting, was involved in marketing team</li> </ul>		2016-17
<b>5 Months, Executive Resourcing, <i>Tech Providers Incorporation</i></b> <ul style="list-style-type: none"> <li>• Sourcing, selecting candidate for Telecom, Banking- Financial, Sales and Marketing, Automotive &amp; Healthcare, Government, State Clients that are Cox group, Cox Automotive, Cox Communication, Coca Cola, Yellow Pages, US Steel, Porsche, Cahaba GBA, BMW, Newell Rubbermaid, GPC- Genuine Part Company, Windstream</li> <li>• Hired Administrative Assistant, Executive Assistants, Accounts Receivable Executive, AP Executive, Sr. Accountant, Sales Executive, Instructional Designer, Network Technicians, Production Manager</li> <li>• Worked on VMS tools that are SAPFieldglass, Zerochaos, Beeline, ProWand, Econoematrix, XRM, Taleo, Smart Track, peoplefluent</li> <li>• ATS - JobDiva, Taleo, Workable</li> <li>• Created timesheet login for contingent employees, worked on payroll and reported directly to National Account Manager of Cox Group (Cox Communication and Cox Automotive - USA) - Shana Davison</li> </ul>		2017
<b>INTERNSHIPS</b>		
<b>Indian Oil – Barauni Refinery, <i>Instrumentation Vocational Trainee</i></b> <ul style="list-style-type: none"> <li>• Basic overview of working of 6.0 MMTPA Refinery</li> <li>• Overview about instrumentation, sensors and circuit devices of Honeywell</li> <li>• Department overview of Fire and Safety Training, Atmospheric and Vacuum unit I,II and III, Catalytic Reforming Unit, Motor Spirit Quality Unit, RFCCU, Diesel Hydro treating Unit, Sulphur Recovery Unit, Hydrogen Generation Unit, Offsite facilities and Management</li> </ul>		2015
<b>Indian Oil – Paradip Refinery, <i>Production Vocational Trainee</i></b> <ul style="list-style-type: none"> <li>• Basic overview of working of 15.0 MMTPA Refinery</li> <li>• Polypropylene plant and RFCCU unit</li> <li>• Dispatch department and further understanding of supply chain and operations management for oil-gas tankers</li> <li>• SAP ERP, SAP Production and Planning</li> </ul>		2014
<b>POSITIONS OF RESPONSIBILITY</b>		
<b>Designer, <i>RG IPT, Jais</i></b>    Only designer for OilSpring 2K18 merchandises, posters, flyers, id cards, food coupons, schedule		2018
<b>Business Development, <i>TPI, Noida</i></b>    Initiated plans and formulated team and strategy for convincing new clients to work with our staffing company		2017
<b>Mass Recruiter, <i>Opusing, Noida</i></b>    During United Parcel Services season heavy seasonal requirement, over timely work for 3 months to recruit more than 100 people.		2016
<b>Placement Coordinator, <i>GNIT Greater Noida</i></b>    Established relationship on behalf of college with JustDial and IBM		2015
<b>PROJECTS</b>		
<b>Password Base Circuit Breaker – Both key based and biometric password based circuit breaker using microcontroller</b>		2015
<b>Financial Analysis of Telecommunication Companies for 2013-2018</b>		2018
<b>Comparison and Management study of Electric Vehicles</b>		2018
<b>SKILLS</b>		
<ul style="list-style-type: none"> <li>• Marketing with Business Analytics</li> <li>• Financial Modelling (Ernst and Young)</li> <li>• HTML, JAVA, Netbeans, SQL, Microsoft Excel</li> <li>• Marketing and Business Development, Team Viewer</li> <li>• Recruitment, Sourcing, ATS – Applicant Tracking System, JobDiva, Taleo, Payroll, Timesheet, VMS – Vendor Management Systems</li> </ul>		
<b>ACHIEVEMENTS</b>		
1 <sup>st</sup> Prize B School Entrepreneurship event - Unicus		2018
Won Highest recruitment award for Quarter 2 <sup>nd</sup> at TPI		2017
Overachieved hiring targets of all four quarter for the year 2016-17 at Opusing LLC		2016
1 <sup>st</sup> prize at DAV inter school power point presentation		2010
Gold medal at inter house DAV Jr. Basketball team and Silver medal at DAV inter house Jr. Football team		2006
<b>EXTRACURRICULAR ACTIVITIES</b>		
Selected to represent RG IPT at Youth forum event by FIPI - Federation of Indian Petroleum Industry at New Delhi		2018
Marketing campaigning of the annual B-Fest Oil Spring 2K18		2018
Active member of social change society – UBA 2.0 - Unnat Bharat Abhiyan (An initiative of ministry of MHRD)		2018