

## **RESUME**

PRIYA JHA

Mobile: +971505844203

Email: [priyajha17.pj77@gmail.com](mailto:priyajha17.pj77@gmail.com)

### **OBJECTIVE**

The potential for advancement into more organizational responsibilities based on 3 C's – Creativity, Confidence and Commitment with constant up-gradation of knowledge and skills.

### **EDUCATIONAL QUALIFICATIONS**

- MBA in HR and MARKETING from IP UNIVERSITY with I<sup>st</sup> Division.
- B.COM from DELHI UNIVERSITY in 2017 with II<sup>nd</sup> Division.
- XII from CBSE Board in 2013 with I<sup>st</sup> Division.
- X from CBSE Board in 2011 with I<sup>st</sup> Division.

### **TECHNICAL SKILLS**

- Knowledge of **MS OFFICE**
- Knowledge of **MS WORD**
- Knowledge of **MS POWERPOINT**

### **STRENGTHS AND POSITIVE ASPECTS**

- Adaptable and Quick Learner.
- Comprehensive Problem Solving Abilities.
- Good Communication and Interpersonal Skills.
- Leadership qualities, Motivator and Capable of convincing people.

## PROFESSIONAL EXPERIENCE

**Total Experience- 1 year**

**1. DYR CONSULTING PVT. LTD.**

**Designation- HR IT recruiter**

**Duration - January 21- September 21**

### **Roles and Responsibilities**

- Writing and posting technical job descriptions.
- Sourcing potential candidates on niche platforms, like Naukri, monster, indeed, internshala.
- Parse specialized skills and qualifications to screen IT resumes
- Perform pre-screening calls, emails to analyze applicant's abilities.
- Coordinate with clients and place Interview for potential candidates.
- Coordinating with clients and participate in onboarding process.
- Participate as a mediator if any problem arises between client and candidate.
- Prepare databases of client and candidates.

**2. Tata Steel Bsl Ltd.**

**Designation- Intern**

**Duration- June 20 – Aug 20**

### **Roles and Responsibilities**

- Updating internal databases with new employee information.
- Prepare salary slips.
- Participating in their training programs.
- Gathering payroll data.
- Participate in organizing company events.

## Achievements

- Participated in MANAGEMENT CONCLAVE organized by Banarasidas Chandiwalla Institute of Professional Studies.
- Participated as a volunteer with YES to Life for cancer awareness event.
- Attended Industrial visit to YAKULT.
- Attended and Prepared report on Industrial visit to MSME Development Institute.

The Micro, Small and Medium Enterprises Development Institute, New Delhi, a field office of the Development for promotion and up-gradation of Small-Scale units in the jurisdiction of State of Delhi, Commissioner (MSME), Ministry of Micro, Small and Medium Enterprises, Government of India, provide a range of services.

<b>PERSONAL DETAILS</b>
-------------------------

<b>Name:</b>	Priya Jha
<b>Father Name:</b>	Amir Jha
<b>DOB:</b>	16 January 1995
<b>Nationality:</b>	Indian
<b>Gender:</b>	Female
<b>Passport no :</b>	Z5320421
<b>Address:</b>	Flat no. 312 aster candace al furjan Dubai
<b>Email-id:</b>	<a href="mailto:Privajha17.pj77@gmail.com">Privajha17.pj77@gmail.com</a>
<b>Languages Known:</b>	English, Hindi.
<b>Hobbies:</b>	Painting, listening music

**Declaration**

I, hereby declare that the information furnished above is true to the best of my knowledge and I bear the responsibility for the correction of the above.

Place: Dubai

Date:

Yours Sincerely

PRIYA JHA