

# CURRICULUM VITAE

## Aakansha Jain

### Email:

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**Contact:** 7778924272

### Skills:

- Sourcing
- Recruiting
- Interviewing
- Innovative
- Reliable

### Technical Skills:

- MS Office
- MS Outlook
- Job Portal: Naukri
- TalentNow Portal

### Live Projects:

#### Live Project 1

**Company:** Britannia Industries Limited (15 Days)

**Profile:** Brand Promotion

#### Live Project 2:

**Company:** Cadbury (7 Days)

**Profile:** Brand Promotion

### Objective:

To enhance my working capacities, professional skills, business efficiencies and to serve my organization in best possible way with sheer determination and commitment.

### Professional Experience:

#### 1. Executive HR – 12/2021 to till date FinePrint Legal Technologies Pvt Ltd

- Coordinate with hiring manager to understand open position
- Hiring for legal tech – IT Industry
- Conduct research on salary and roles and responsibilities for give open position
- Preparing job description
- Sourcing candidates through LinkedIn job posts and various other job posting and job boards.
- Filter more suitable candidates and arrange their interviews with managers
- Coordinate with design team for social media marketing, i.e., LinkedIn posts and story, Instagram posts and stories of new hirings
- Preparing drafts of a Sops i.e., Recruitment, Onboarding
- Maintain data for leaves, recruitment, onboardings
- Manage employees onboarding and exit formalities

#### 2. Executive HR - 02/2020 to 10/2021 QX Global Group, Ahmedabad

- Lateral and Volume hiring for financial services.
- Coordinate with hiring manager to understand open position.
- Designed and maintained job postings on various portals i.e., Naukri.com, LinkedIn.
- Sourcing the profiles through career sites /referral/Naukri/LinkedIn/agency
- Analyze all job requirements and screened the appropriate candidate for job.
- Filter candidates through telephonic or one on one interviews.
- Conduct required screening assessments of candidates.
- Share details of candidates and assessments with line manager.
- Line up interviews and share details with managers and candidates.
- Prepare an efficient interviewing schedule through zoom/MS Teams/Skype.
- Participate in various candidate selections.
- Participate in recruitment drives
- Communicate results to the candidate and the organization for all selections
- Negotiate with candidates for salary.
- Take follow up for required documents.
- Maintain offer details for each offer released.
- Maintain daily recruitment tracker.

#### 3. Process Associates – 05/2016 to 10/2017 Tata Consultancy Services – Gandhinagar

**Personal Data:**

Date of Birth : 22 /02/1996

Sex : Female

Nationality : Indian

Father's Name: Ashok Jain

Marital Status : Unmarried

Languages: English, Hindi,  
Gujarati

Permanent Address: 605, Block  
4/2 Takshila Apartment, Thaltej,  
Ahmedabad, Gujarat, 380059.

- Analyzing various documents received from clients
- Filling all required information into portal
- Verifying the entity status
- Identifying Law Suit Types
- Creating transmittals for given documents
- Maintain TATs for specific entities

**Internship:**

**HR Inter – 05/2019 to 07/2019**

**CERA Sanitaryware Ltd – Ahmedabad**

- Comparison of recruitment process of CERA with its competitors
- Searching the Talent through Job Portal i.e., Naukri.com
- Screening the CVs of Candidate and call the candidate and line up the interviews.
- Maintaining PAN India Data of Training Need Assessment and analysis the same. Prepared a Training Calendar for sales employee.

**Qualification:**

- **Post-Graduation Diploma in Management: HR & Marketing. (2020)**  
St. Kabir Institute of Professional Studies, Ahmedabad
- **Bachelor of Commerce (2016)**  
Gujarat University, Ahmedabad

**Certificate:**

- **HR Analytics (Jan 2022 – June -2022) (Pursuing)**  
IIM Rohtak and Nulearn

**Achievement:**

- Spot Incentive of the month of August – QX Global Services
- Star Performer of the month of January, 2021 – QX Global Services

**Declaration:**

I hereby declare that the above-mentioned information is correct to the best of my knowledge and I undertake the responsibility for the correctness of the above-mentioned particulars.

Place: Ahmedabad

Date:

(Aakansha Jain)