**Pooja Kumari**

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Available to talk after 5:30PM IST

**Career Objective:**

Looking for an opportunity to work in a dynamic and challenging environment where I can utilize and enhance my skills for the growth of the organization and for my career development.

**Education:**

**B. Tech (ECE) -** Annamalai University - (2011-2015)

**Intermediate(12th) -** LK College, Sitamarhi (Bihar), (2011)

**High School(10th) -** KP High School, Athari (Bihar), U.P (2009)

**Technical Skills:**

* **Computer skills:** MS Office, MS-Word, MS-Excel etc.
* **Sourcing Platforms:** Dice, US Monster, LinkedIn, Career Builder (CB).

**Experience: -**

**Profit By RPO Inc, Noida (U.P) Dec 2018–Present**

**Technical Recruiter**

* Managing full Recruitment life cycle for sourcing the best talent from diverse sources after receiving the requirement from the account manager.
* Secure Hands-on experience in Full Time, Contract, and Contract to Hire Positions.
* Initial screening of potential candidates and setting up phone & In-person interviews as per the required criteria.
* Updating the recruitment database accordingly and providing daily and weekly reports on the recruitment status to the top management.
* Identifying and sourcing candidates through various platforms such as Dice, US monster, LinkedIn, Career Builder (CB).
* Comprehensive Knowledge of the recruiting process from sourcing to recruiting for different employment types including W2, Corp-to-Corp, 1099.
* Familiar with Technical Recruitment.

**Runsheng Technologies, Faridabad (Haryana) Feb 2016–July 2018**

**R&D Engineer**

* Worked as Research & Development Engineer.
* Performed new product development(NPD).
* Created SOPs for different models of Feature phones as well as Smart phones.
* Performed NPI(New product introduction) Production.
* Route Cause Analysis (RCA) as per the 5WHYs method.
* Process Improvement maintaining the Production efficiency.
* Regular KAIZEN to control the Defect rate of Process rejection A & B Class materials.

**BGM Telecommunication Pvt. Ltd, Sahibabad, Ghaziabad(U.P) Jun 2015–Jan 2016**

**QC Engineer**

* Performed QC operations to meet all the Quality parameters as per the given standards.
* Final testing of the devices over the running production line.
* Also worked as an IPQC Engineer to ensure the best Quality of the produced units.
* Ensured all the SOPs during the online production of mobile devices.
* Verifying the materials as per the BOM according to model description provided from Engineering department.
* Defect sheet monitoring regularly.

**Declaration:**

I hereby declare that the information given above is true to the best of my knowledge & belief.

**Place: Noida Signature: Pooja Kumari**