

## Saswati Mishra

### Educational Qualification:

- Master of Business Administration – National Institute of Technology, Rourkela – 2017 - 2019  
Major – Human Resource Management Minor – Finance Management
- Bachelor of Technology – Padmanava College of Engineering, Rourkela – 2013 - 2017  
Specialization – Computer Science Engineering

### Skills:

Programming Language – JAVA, C, C+ and SQL

Microsoft Suite - Excel, Word, PowerPoint

Job Portals - Naukri, Monster, LinkedIn

### Professional Experience:

#### **2COMS Consulting Pvt. Ltd, Bhubaneswar**

**HR Recruiter:** Jan 2020 – Jun 2020

**Client: Accenture & Wipro**

- Responsible for complete Recruitment life cycle.
- Wrote job descriptions and posting them on multiple job portals.
- Sourced potential candidates from different job portal (Naukri, Monster, LinkedIn).
- Responsible for pre-screening of resumes to determine which candidates meet minimum requirements.
- Conducted telephonic interviews of candidates
- Communicated proper information to candidates during screening process
- Updated candidates on the status quo.
- Responsible for sending of call letter, offer letter and other documents required
- Answered queries of candidates regarding interview process, compensation and other benefits
- Responsible for on boarding of candidates

### Major Accomplishments:

- Successfully placed ten (10) candidates on multiple IT and non-IT positions.

### Internship Experience:

#### **SAIL, Rourkela Steel Plant (RSP), Rourkela**

**HR/IR Intern:** May 2018 – Jun 2018

- Worked in the Personnel and IR department.
- Understood the relationship between the Trade Unions and Management of RSP.
- Arranged meeting between employees in order to know about their grievances.
- Suggested possible solutions to the grievances.

### Live Project Experience:

#### **WERP India**

**Recruitment Intern:** Jun 2019– Jul 2019

- Worked from Home.
- Supported HR manager in all the pre-documentation for the selected candidates.
- Assisted in managing emails of HR manager.

- Replied to the selected candidates doubts or clarification for the position they applied.

Other Notable Achievements:

- Got 1st prize in Inter-college group Dance competition "AAROHAN" organized by Padmanava College of Engineering.
- Actively participated in many presentation and Debate competitions.
- Member of core committee for the Inter-College fest "TEK VAG" organized by Padmanava College Of Engineering.
- Worked as an active member in Rotaract Club of PCE, Padmanava college of Engineering.