

# CURRICULUM VITAE

**PRERNA AGARWAL**

B BLOCK, SECTOR 50

NOIDA, UP

MOBILE NO. 6398108445

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## **CAREER OBJECTIVE -**

To build career in a growing organization, where I can get the opportunities to prove my abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder through continuous learning and commitment.

## **ACADEMIC QUALIFICATIONS**

Degree	College/School	Board	Year passed	CGPA/Percentage
Mba (Dual)	Galgotias university	Galgotias university	2023	8.88
Diploma in French language	Banasthali Vidhyapeeth	Banasthali Vidhyapeeth	2021	81.66%
Bsc (Home Science)	Banasthali Vidhyapeeth	Banasthali Vidhyapeeth	2021	8.10
12 <sup>th</sup>	St Marys sr sec school	CBSE	2018	88%
10 <sup>th</sup>	St Marys sr sec school	CBSE	2016	10

## **OTHER QUALIFICATION**

- Basic knowledge of computer (MS Office)
- Certificate course in Entrepreneurship

## **EMPLOYMENT-**

- US Healthcare Recruiter at Sage technologies (Feb 2023- Present)  
Job responsibilities-
  - Screening and sourcing resumes relevant to the requirement from different job boards.
  - Calling, texting and mailing job roles to candidates.
  - Shortlisting the best candidates according to client requirements and skill-set.
  - Communicating with candidate throughout the hiring process.
  - Maintain quality database of active and passive job seekers.
  - Using ATS and maintaining daily uploads of resumes on ATS.
- HR at BLK-MAX hospital (July 2022- Oct 2022)  
Job responsibilities-

- Screening and sourcing candidates according to requisition
- Scanning and uploading employees documents
- Conducting interviews
- Using online job- portal
- Assisting on-boarding process
- Completing joining formalities of new employees
- Organising and managing L&D sessions of employees
- Updating and maintaining database of employees

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**Notable accomplishments (School Level)**

- Sports captain
- Head of Creative department

**Notable accomplishments (Graduation level)**

- Volunteer in annual fest
- Event manager of the department
- Participation in inter- college Handball competition

**Notable Accomplishments (Post Graduation level)**

- Completed a community project on HTF NGO
- Worked on Summer Internship project on HR department

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**PERSONAL SKILL**

- Team Spirit
- Accepting Challenges
- Time management
- Decision making

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**PERSONAL PROFILE**

Father's Name	Vivek Bansal
Date of birth	14.07.2000
Sex	Female
Marital Status	Unmarried
Languages known	Hindi, English and French
Nationality	Indian

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Hobbies Writing content, watching documentary

**DECLARATION**

I solemnly declare that all the above information is correct to the best of my knowledge and belief.

PRERNA AGARWAL