CURRICULUM VITAE

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Invest my potential in a people oriented organization for professional growth, career advancement and to be more than just a professional with advancement in career based upon skills and contributions.  
  
**PROFESSIONAL SYNOPSIS**  
  
\*Almost 4 and a half years of experience in H.R Recruitment & Administrative Assistant.  
\*An effective communicator with good presentation, negotiation, relationship management & leadership skills.  
\*Experience of managing & motivating people. Allocating right place for right people in the team.  
\*Contributing to the success by managing, reviewing and undertaking appropriate H.R activities for employee satisfaction to enhance organization capabilities.  
  
**CURRENT EMPLOYEMENT**Name of the Organization: Longview Technologies, New Delhi

\*\****Jan'2015 - Till Date***  
Designation - Administration officer cum Relationship Manager  
  
Key Responsibilities:  
\*Involved into full cycle of domestic recruitment: interviewed, offered, negotiated and closed candidates for assigned requisitions Job Profile.  
\*Sourcing profiles through various sources to ensure speedy closure of the open positions  
\*Consolidated Whole staff Report and send to the Head office.  
\*Organizing Webinar and training session.  
\*Client handling and Client Coordination  
\*Coordinate with various staff for operational support activities of the unit.  
\*Follow up with the clients on a daily basis to know the Status of Students.  
\*Chased Head office for the student status and getting Welcome letter (i-20).  
\*Followed up Agents on existing and New Applications.  
\*Maintained HR files of whole staff  
\*maintain every recording CRM of the company  
  
Organization: Renovision Automation Services Pvt.Ltd Delhi,

\*\*Nov'2011 - May2013  
Designation - H.R Executive  
  
Key Responsibilities:

\*Involved into full cycle of domestic recruitment: interviewed, offered, negotiated and closed candidates for assigned requisitions Job Profile  
\*Sourcing profiles through various sources to ensure speedy closure of the open positions  
\*Prepare candidates for client interviews. Coordinate and assist in scheduling client interviews, including candidate interview preparation.  
\*Finding fitment of the profile to the Job Description/Specification.  
\*Client handling and Client Coordination  
\*Coordinate with various staff for operational support activities of the unit.  
\*Follow up with the clients on a daily basis to know the interview results/status.  
\*Intimating the results and status of the interview to the candidates.  
  
Organization: Bharat Software Technology, Delhi

\*\*June'2010 - Oct '2011  
  
Designation - H.R Executive  
Key Responsibilities:

\*Involved into full cycle of domestic recruitment: interviewed, offered, negotiated and closed candidates for assigned requisitions Job Profile  
\*Sourcing profiles through various sources to ensure speedy closure of the open positions  
\*Screening candidates according to the company requirement.  
\*Explain about the job roles and responsibilities.  
\*Explain about the company philosophy and values they follow.  
  
**EDUCATIONAL & PROFESSIONAL CREDENTIALS**  
. Graduate B.COM (Pass) from Delhi University, Delhi in 2011.  
. Professional Diploma in Software Technology and System Management from NIIT 2009  
. Diploma in Capital Market from Delhi Institute of Training and Education of South Delhi in 2008  
. Diploma in Business Management from Vidya Bhawan of Delhi, Connaught Place, New Delhi in 2007.  
. Senior Secondary Passed from C.B.S.E Board, Delhi in 2006.  
. Secondary School Passed from C.B.S.E Board, Delhi in 2004.  
TECHNICAL & COMPUTER SKILLS  
Operating System: Windows 98, 2000, XP & Vista  
Microsoft Office: MS Word, MS Excel, MS Power Point  
Other Software: Internet, E-Mail, Company Software  
  
ACHIEVEMENTS  
Achieved good productivity & quality in operations through disciplined & dedicated performance.  
  
STRENGTHS  
Hard workings and willing to take up the responsibilities to adapt new systems and environmental changes, Flexibility in any work style as per the organization requirements.  
  
PERSONAL DETAIL  
Date of Birth: August 04, 1988  
Marital Status: Married  
Languages Known: English, Hindi & Punjabi  
Permanent Address: WZ-16/5A Ram Nagar Extn Tilak Nagar New Delhi-110018