**Name** :  **Malika Arora**

**NRIC No. / FIN** : G1531015X

**Date of Birth** : 20 December 1993

**Nationality** : Indian

**Permanent**

**Address**  : P-6 Naveen Shadhara, New Delhi - 110032

**Temporary**

**Address** : #09-04, 90 St. Francis court, Singapore 328071

**Mobile No.** : +91-9811911941

**Email Address** : malika.arora93@yahoo.com

Personal Particulars

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Education

**Certification level :** Master of Business administration

* Awarded by Anglia Ruskin University, UK

**Name of School :** Amity Global Business School,

 100 Victoria Street, National Library Building, Singapore-188064

**Duration :** September 2015 to September 2016

**Certification level :** Bachelor of Science

* Awarded by University of Delhi

**Name of School :** Institute of Home Economics,

 F-4 hauz khas, New Delhi

**Duration :** June 2012 to June 2015

Work Experience

**Company** : Talent Valley

**Location** : New Delhi

**Position** : Recruiter

**Duration** : February 2015 to August 2015

My role as per HR Recruiter was **Sourcing of candidates** from different portals and data reports then the **Screening and Short listing according** of the candidates according to the companies or clients requirements and demands. **Briefing** short listed candidates for the interview; about the company, about the process or area they are about to work in and various questions that need to be answered in the interview. Last role was **Coordination**; coordinating with different clients and candidates during the time of interview maintaining records for the same and follow ups with them.

Extra-Curricular Activities

* Travelling
* Swimming
* Listening music

Awards and Participation

**Institute of Home Economics short term courses**

AutoCAD and Interior Design 2013-2014

* Making plans on AutoCAD
* Designing
* Color schemes
* Elevations

**IHE Student Council**

* Member
* 2013 to 2014

**IHE FERIA’13**

* Volunteer

**Jaipuria Institute of Management**

* One day MBA experiential workshop, 24 October,2013

**International English Language Testing system (IELTS)**

* Professional certificate of English , 2015

Skills

**Personal Competence:**

* Hardworking
* Result oriented
* Versatile
* Time management skills

**Languages Spoken/Written:**

* English
* Hindi

**Computer Skills:**

* Microsoft Office (Word, Excel, Power Point)