**ARCHANA**

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**Objective                                                                                                                   \_**

I have completed my Bachelor’s Degree in Computer Science, and I would like to make best use of my education and acquired skills with an opportunity to learn and improve my skills in a challenging and value based work environment and thus contribute to the growth of the firm in every way, I can.

**\*Qualified Patent Agent Examination 2022.**

**Work Experience:**

1. **Worked as a manual tester for two years in Wipro Technologies.**

**Location: Bangalore and Hyderabad**

**Duration:2 Years (2012-2014)**

**Roles and Responsibilities:**

* Writing test cases, scenarios and executing them.
* Finding bugs and errors.
* Requirement analysis
* Creating Test plans
* Writing Test Scenarios/Test cases
* Test Plan/Test Case/Test Scenario Review
* Identifying Test data requirements
* Test Execution
* Defect logging/follow-up
* Test reporting
* Summarizing the release with learnings from the project.

1. **Worked as “HR Recruiter” in “One4Allinfosolves”.**

**Duration: 6 Months**

**Roles and Responsibilities:**

* Screening CV, shortlisting candidates.
* Posting job ads online .
* Conducting and scheduling face to face and telephonic interviews.
* Follow- UP 's with candidates.
* Maintaining trackers.
* Maintaining daily reports.
* Induction and talent acquisition.
* End-to-End recruitment.

1. **Working as Senior Hr Recruiter at “Gnk E Services Pvt Ltd”.**

**Recruitment Sector : IT and Non-IT**

**Duration: Started from 25th Nov,2019 to 30 March,2020.**

**Roles and Responsibilities:**

* Screening CV, shortlisting candidates on **PAN India** basis.
* Posting job ads online on different portals .
* Conducting and scheduling face to face and telephonic interviews.
* Follow-Up's with candidates and clients.
* Maintaining trackers.
* Maintaining daily reports.
* Induction and talent acquisition.
* End –to-end recruitment.
* Experience in using Naukri ,indeed, shine, times, monster and workindia.
* Experience in Boolean search.
* Experience in **client handling** and co-ordination.
* Some of the important profiles handled by me

**IT – (Unity Game , Angular,Php/Web,Android etc) Developer,**

**Non-IT – ATL Marketing,Creative Lead, Legal Executive, Sales Executive, Sales Manager Seo Executive, Seo Content Writer.**

**Educational Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| **PROFESSIONAL QUALIFICATION** | | | |
| COURSE | YEAR | COLLEGE/UNIVERSITY | PERCENTAGE |
| B.Tech (Computer Science) | 2011 | Rural Engineering  College,VTU,Belgaum Karnataka | 71.12% |
| **SCHOLASTICS** | | | |
| BOARD OF EDUCATION | YEAR | SCHOOL | PERCENTAGE |
| (CBSE/AISSCE) Class XII | 2006 | Rose Public School, Darbhanga, Bihar | 69.20% |
| (CBSE/AISSE) Class X | 2004 | Rose Public School, Darbhanga, Bihar | 83.80% |

**Recruitment Skills:**

* Attention to details.
* Marketing skills.
* Communication skills.
* Relationship building skills.
* Multitasking skills.
* Time management skills.
* Patience.
* Listening skills.
* Convincing skills.
* Teamwork skills.
* IT and Non-IT skills.
* Reliability.
* Proper JD preparation by researching about the concerned profile.
* Client Handling.

**Patent Skills:**

* Patent Drafting
* Patent filing process
* Patents Search ( InPass , Patent Lens, Espacenet, Google Patent, USPTO )
* DL-101 qualified (WIPO distance course).

**Technical Skills:**

Languages Known      : Basics of C, Java, HTML

Operating System      : Microsoft Windows

RDBMS                         : PEOPLESOFT  
Subjects of Interest    : Software Engineering, Operating System

Microsoft : Word, Excel, PowerPoint

**Academic Achivements:**

* + An active member of : **‘DEBUG’** – College’s Programming Club.
  + **‘CSESSA’** – College’s C.S.E. department association.
  + **I.S.T.E.** (Indian Society for Technical Education) Student Chapter.
  + Participated in various co-curricular activities, quizzes, cultural, literary and technical     competitions at school and college level.
  + Attended a 2-days NATIONAL LEVEL workshop on C, C++ and JAVA.
  + Organized and attended two-days International Conference on Communication Computation Control and Nano-technology.
  + Certified in JAVA from EFFENT TECHNOLOGIES Bangalore after 7th semester.
  + **Certification in software testing from** *“SEED INFOTECH”.*

**Research paper**

“***Intelligent tutoring systems***” in National Conference on E-Learning: Tools, Technology and Current trends,Organized By:Maharaja Agarsain Institute of Technology,Ghaziabad (U.P.) India(245304),On March 01,2013.

**Personal Dossier:**

Date of Birth : 17th Nov, 1989

MaritalStatus:Married

Nationality : Indian

Languages Known : English, Hindi, Maithili

**Declaration:** I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

**Archana**

**Date:**