Swetanshu Priya

Qualifications :- MCA+PGDCA,BCA --- I am currently looking for a career switch in the Technology Domain, as both my interest and qualifications are inclined towards the IT sector But I am also open to exploring other domains as well, as a fresher.

Dwarka, Delhi

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I had post-graduated in MCA with an integrated PGDCA (Distance) from Indira Gandhi National Open University and graduated with BCA (Regular) from Desh Bhagat University.

I have a total of 2.7 years of experience in data backend operation roles at corporate organizations, including 1.7 years of full-time job role as a Recruiting Coordinator at Trueblue Inc. and 1 year of other roles such as an internship for 6 months as a Content Developer at Instant Systems and an apprenticeship(training) at Infosys as an Operations Executive for 4 months. I also worked on contractual as a consultant (technical support) at Genpact for 2 months. Further addition I had done a few freelancing and part-time jobs.

I had completed a few certification courses like Core Java, HTML, CSS, Excel, PowerPoint, Word, Communication and IT Skills, and so on, which I had mentioned in my resume.

I am currently looking for a career switch in Technology Services, as both my interest and qualifications are inclined toward the IT sector. My preferred domain is IT, but I am also open to explore other domains as well as a fresher.

Some of my experienced skills are:

Technical Skills: C, C++, Core Java, SQL, HTML Scripting, Xpath Labelling, Word, Excel, PowerPoint, Outlook, Mainframe, Basic Python, Editing, Graphic Design, Computer Literacy

Non-Technical Skills: Communication, Writing, Background Verification, Sourcing, Reporting, Audits, Pre-Screening, Co-ordinating, Job Posting, Resume Review, Customer Satisfaction, Back-End Recruiting, Teaching.

Software & Websites Experience: Sublime, Git Hub, Trello, IntelliJ IDEA, Bitbucket, MySQL, Successfactor, Brassring, SpringBoard, HireRight, iCIMS, Microsoft Excel, Smartsheet, Outlook, LinkedIn, Indeed, CareerBuilder, Seekout, Slack, Microsoft Word, Eclipse, COBOL, Linux, Microsoft Powerpoint.

Personal Details

Eligible to work in: India
Highest Career Level: 2-5 years experience

Industry: Analytics, Education & Instruction, Human Resources, IT Operations & Helpdesk, IT-Hardware & Networking, Internet, Ecommerce, KPO, Research, Analytics, Management, Marketing, Other, Project Management, Quality Assurance, Software Development, Technology
Total years of experience: 2

Work Experience

Recruiting Coordinator
TrueBlue India LLP - Gurgaon, Haryana
September 2021 to April 2023

I had experience in US Backend Recruitment Operations such as Sourcing, Reporting, Resume Review, Background Verification, Offer Letter Generation, Interview Scheduling, Job Posting, Audits, and Prescreening where:-

1. I created Boolean Search for sourcing with keywords related to the job roles such as Engineering, Technician, Manager, Mechanics, Labor, and so on.
2. I worked on SpringBoard, and iCIMS for Interview Scheduling.
3. I had worked on LinkedIn, Indeed, CareerBuilder, Seek out, Zoominfo, and RecruitEm for sourcing.
4. I worked on HireRight for Background Pre-Employment Initiation and Background Adjudication.
5. I worked on Smartsheet for Audits and Excel for Reporting.

6 I worked on SuccessFactors and MedStar for Background Verification where I had done DS DOT, DS NON-DOT & FP Checks.

1. I worked on Indeed for job postings and prescreening.

Software & Websites Experience:- Successfactor, Brassring, SpringBoard, HireRight, iCIMS, Excel, Smartsheet, Outlook, LinkedIn, Indeed, CareerBuilder, Seekout, Zoominfo, RecruitEm, MedStar, Internet Explorer, Google Maps, Teams.

Event Coordinator - Freelance
innovatiview - Noida, Uttar Pradesh
September 2021 to September 2021

I worked as a freelancer on Coordinating Back-End Operation event tasks for the All India NEET Exam-September 2021 where:-
1. I coordinated as POC with all India centers City heads with Calls & WhatsApp Business.
2. I also maintained data in an Excel file.

Software Experience:- Excel, Word, WhatsApp Business

Content Developer - Intern
Instant Systems - Noida, Uttar Pradesh
December 2020 to May 2021

I had experience with Xpath labeling and HTML scripting related to US Bids, RFPs, and Contracts for the business search engine project that is Instant Markets website where:-

1. I worked on Sublime text for making site properties together with HTML Scripting and Xpath Labelling.

2. I worked on MySQL for creating and checking Database Entries.
3. I worked on IntelliJ IDEA to run, test and debug configuration for code scripts.
4. I worked on Trello as a ticket management system for creating and modifying tickets for Bids, RFPs, and Contracts.
5. I worked on Git Hub & Bitbucket for Code Deployment which is to push files from local to beta or production server.

Software & Websites Experience:- Sublime, Git Hub, Trello, IntelliJ IDEA, Bitbucket, MySQL, Google Chrome, Outlook, Slack, Zoom, Skype.

Consultant - Contract

Genpact - Gurgaon, Haryana
May 2019 to July 2019

I had experience in contractual role with customer satisfaction in domestic voice process for Technical support, in Cloud-Based software in calling and Excel where:-

1. I resolved queries and concerns of customers regarding products in samsung operations under the client Genpact India Pvt. Ltd. on the third-party payroll, which is Adecco & Parishram.
2. I spoke to customers through inbound calls to quickly get to the root of their problems.
3. I worked on customer issues and escalated technical product bugs and provided them with solutions.
4. I provided support in the form of procedural documentation and Managed multiple cases at one time.

Software Experience:- Outlook, Excel, Word, Cloud-Based Calling

Operation Executive - Apprentice/Trainee

Infosys - Mysore, Karnataka
August 2016 to December 2016

I worked in a paid industrial training job role as an apprentice on Python, SQL & Mainframe where:-

1. I was trained in Eclipse for coding in Python with assignments and tests.
2. I was trained in MYSQL for Database Queries with assignments.
3. I was trained in COBOL with JCL for code script in the Mainframe on Linux Operating System.

Software Experience:- Eclipse, MySQL, COBOL, Linux, Outlook

Education

Master's in MCA + PGDCA-Distance

IGNOU - New Delhi, Delhi
December 2017 to December 2020

Bachelor's in BCA

Desh Bhagat University - Mandi Gobindgarh, Punjab
September 2013 to September 2016

Higher Secondary(12th Pass) in Maths, Science

Banasthali Vidyapith - Jaipur, Rajasthan
June 2012 to June 2013

Skills / IT Skills

- HTML5
- Core Java
- C
- SQL
- MS Word
- MS PowerPoint
- Xpath Labelling
- Communication skill
- Interpersonal skill
- Writing
- English
- Hindi
- Sourcing (1 year)
- Background Verification (1 year)
- Reporting
- Resume Screening
- Power BI (Less than 1 year)
- Data visualization (Less than 1 year)

Languages

- English - Intermediate
- Hindi - Fluent

Online Profile

https://www.linkedin.com/in/proswetanshupriya

Awards / Achievements

State level player in lawn tennis.

Yellow Belt in Karate Training.

Certification in Instrumental Sitar, Vocal and Dance

Certifications and Licenses

Communication and Information Technology Skills

January 2018 to Present

Certification in Basic Core Java

May 2018 to July 2018

Certification in Basic Web Designing (with HTML/CSS/Bootstrap)

May 2019 to July 2019

Master Microsoft Excel, Word, PowerPoint

May 2022 to Present

Expertise in Microsoft Excel, Word, PowerPoint.

Technology Consulting Virtual Internship

June 2020 to Present

Additional Information

• Worked on the position of Data-Entry Prescreener for 1 month as a Part-Time.
• Attended Webinar on IoT and Big Data from BVICAM.
• Attended AI & ML Digital Workshop from Edureka