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## EDUCATION

CBSE

Vyasa international school -2015

2nd PUC

sindhi college, Bangalore-2017

## LANGUAGES KNOWN

English

Hindi

Kannada

## SKILL

relationship building skills

Communication

Listening Skills

Microsoft word

multitasking skills

time management

# BHARATH ARJUN

HR RECRUITER

## EXPERIENCE

JobShop consultancy pvt.ltd

november 2020- october 2023

- Interviewing candidates to check fitment, eligibility and flexibility to work with the top companies.
- Basic responsibility was to screen applicants and conduct 70+ telephonic interviews per day to shortlist candidates.
- Understanding the client's requirement and matching the profile of the candidates as per the client's requirement and short listing the candidate.
- Providing guidance and consultancy to new recruits and also helping them onboard.

Conviction HR pvt.ltd.

October 2023- present

- Coordinating and scheduling phone and face-to-face interviews with recruiters and hiring managers.
- Running day-to-day recruitment processes.
- Sourcing potential candidates using various online platforms (e.g. Naukri, shine etc.)
- Screening incoming resumes as well as application form.
- Providing contacts of qualified applicants to the company's Hiring Managers.