

Pallavi Gurung

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CAREER OBJECTIVE

To obtain a challenging position in a high-quality environment, where my resourceful experience and academic skills will add value to the organizational operation

STRENGTHS

A dynamic team leader, able to bring energy, and enthusiasm to motivate team members to achieve potential and meet the objective

PROFESSIONAL EXPERIENCES

March 2021 – Present 2021, **Jobs Dynamics.Com**

Kamalpokhari – Gyaneshwor, Kathmandu, Nepal

Job Position: | Recruitment | Client Service Executive

Major responsibilities and achievements:

- Partner closely with HOD-Recruitment to learn about the roles and responsibilities of a recruiter, as well as best practices in searching, sourcing, screening, and interviewing candidates
- Develop a pool of qualified candidates in advance of need
- Screen applicants to evaluate if they meet the position requirements by screening CVs and conducting interviews
- Utilize social media and professional networking sites to identify and source candidates
- Have structured interviews with candidates to assess knowledge, skills, and abilities
- Follow up with client companies
- Prepare documents for sending proposals
- Establish long term relationships with clients
- Record information on collection details

April 2019 – March 2021, **Jobs Dynamics.Com**

Kamalpokhari - Gyaneshwor, Kathmandu, Nepal

Job Position: Front Desk Executive

Major responsibilities and achievements:

- Responsible for handling all the incoming and outgoing calls
- Handle all the visitors
- Support in the day-to-day administration of the office
- Manage social media site Face book of the Jobs Dynamics

- Schedule for final interview and email to the candidates
- Create some designs to generate a pool of candidates from social media

COLLEGE LEADERSHIP & INVOLVEMENTS

2015, April **Relief Earthquake Victim**
Event Coordinator

Major responsibilities and achievements:

- Successfully relieved the victims around 20 houses in Dhadhing
- Coordinating the program in raising funds from different places in Kathmandu valley

EDUCATION

2021- 2023	Masters Running (MBA, 2 nd Sem), Phoenix College of Management Maitidevi, Kathmandu
2018	Bachelor Degree, Reliance College Saraswotnagar, Chabahil, Kathmandu
2014	Intermediate level, Reliance International Academy Saraswotnagar, Chabahil, Kathmandu
2012	SLC, Bibhuti Pragya Niketan Saraswotnagar, Chabahil, Kathmandu

Competencies

- Strong communication, listening, and people skills
- Proficiency in office technology, and computer software including MS Word, and MS Excel
- Customer and client service orientation
- Knowledge of Recruitment Strategy
- Knowledge of employment law and practices
- Knowledge of office management systems and procedures
- Good organization and multi-tasking abilities

PERSONAL DETAILS

Date of Birth: 1994/06/18

Nationality: Nepali

