

# Curriculum Vitae

## Jantu Moni Sarma

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Patarkuchi, Basistha Chariali,

Pin-781029, KAMRUP(M)Assam



### Career Objective:

To involve myself in an organization of repute where I can contribute positively to the growth of the organization.

### Personal profile:-

Date of birth : 1st January, 1988

Educational qualification : Graduate

Marital status : Single

Nationality : Indian

Religion : Hindu

Language known : Assamese, Hindi, Bengali and English

Hobbies : Reading books and listening to music

### Personal strength :

- Positive Attitude and Pateince
- Team Player
- Good Communication Skills
- Good judgment and analytical skills
- Ability to work on own initiative and prioritize work
- Effective time management
- Good judgment and analytical skills

### Field of Work Experience:

1. Worked as a **Sales and Marketing Executive** at **Hindustan Unilever** from April, 2010 to November, 2012
2. Worked as a **Sales Team Leader** at **Eureka Forbes** from December, 2012 to February, 2014
3. Worked as a **HR consultant cum Sales Head** at **KMJ Institute** from May, 2014 to March, 2019

### Roles and Responsibilities

- Job Analysis & Tracking application information
- Scanning resumes
- Human Resources Recruitment & Selection
- Provide as much reliable and valid information as possible about applicants so that their qualifications can be carefully matched with job specifications
- Making the information immediately accessible to line managers to search online for internal and external talents.
- Go through the interviewing process and provide The Client/Customer with the recommended candidate or set of candidates.
- Training and Career Development
- Hiring in all trades like technical and non-technical fields. Students from Commerce/Management, Arts and Science background. Based on the client requirements.

**4. Worked as a Field Officer at IHMS (East Region) from June, 2019 to January, 2021**

**Roles and Responsibilities**

- Finding and recruiting suitable candidates for house keeping and security.
- Train the selected candidates as per their job roles.
- Tracking and supervising attendance and work quality of subordinates and ground level staff.
- Maintenance of service quality for client satisfaction.
- Keeping working environment within the employees.
- Checking, testing and analyzing regarding various cleaning chemicals.

**5. Worked as a Site Supervisor at UDAAN Express from March, 2021 to December, 2021**

**6. Working as a Associate-Field Recruiter at LoadShare Networks from 14<sup>th</sup> March, 2022 to till date**

**Roles and Responsibilities**

- Finding and Hiring blue collar workers (bikers) as per client requirements.
- Using direct sourcing techniques, this position will recruit and develop a strong network of passive candidates.
- Captures market and competitive intelligence from sourcing efforts and shares with the HR organization.
- Establish and maintain relationships with vendors.
- Train the selected candidates as per their job roles.
- Tracking and supervising attendance and work quality of subordinates and ground level staff.

**Declaration**

I do hereby declare that the information's furnished above are true to the best of my knowledge and belief and I shall be liable in the event of any misinformation.

Date:  
Place: Guwahati

**Jantu Moni Sarma**