

Navin Kumar Saw

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Summary

Hardworking Student seeking employment. Ready to utilize my skills and passion to further the mission of a company. Technologically adept a positive attitude, willingness and motivation to learn new programs

Experience

Bench Sales Manager

Vyze, Inc. • Ranchi, Jharkhand
01/2023 - Present

Responsible for listing out IT Jobs all over the US. The Jobs were to be searched and filtered across LinkedIn, Dice, Monster and other Job portals.

Job requirements were to be served with the available candidates looking for job in the market.

Resume Screening to be done. One telephonic interview is to be taken.

The resumes of the candidate were handed over to the Company posting the job. After which the Company takes over the responsibility of the candidate.

Interview is scheduled and feedbacks taken from the company about the candidate so that we can deliver even better candidates.

Customer Support Executive

Tech Mahindra • Dhanbad, Jharkhand
06/2022 - 09/2022

Managing a team of representatives offering customer support.

Overseeing the customer service process.

Resolving customer complaints brought to your attention.

Creating policies and procedures.

Planning the training and standardization of service delivery.

US IT Recruiter

Fragees IT services Pvt Ltd. • Dhanbad, Jharkhand (Work From home)
12/2021 - 05/2022

Design and implement overall recruiting strategy

Develop and update job descriptions and job specifications

Perform job and task analysis to document job requirements and objectives

Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc

Source and recruit candidates by using databases, social media etc

Screen candidates resumes and job applications

Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within scheduled schedule.

Skills

Communication skills, Microsoft word, Computer literacy, Microsoft excel, HTML, CSS, JavaScript, MySQL, Web Development, C++, Python, Human Resources

Education

B.Tech CSE

Swami Vivekananda Institute of Engineering and Technology • Banur, Punjab
08/2023

Been a part of Super60, an exceptional group of students who were trained with specialisation to tackle interview and after training scenarios.

Consistently scored 8+ sgpa in all semester examinations.

Represented the college in sports and games such as Basketball.

Intermediate

Denobili School FRI • Dhanbad, Jharkhand
05/2018

Passed Intermediate with 78% marks.

Made prize winning Science Projects at Science Competition.

Represented Bihar and Jharkhand Region in National Games 2017 & 2018

Secondary school Certificate

Denobili School FRI • Dhanbad, Jharkhand
05/2016

Passed the course with 89% marks.

Among top 3 rankers of the class in academics.

Hobbies include Basketball , Gaming and Music.

Languages

English, Hindi
