

Rishabh Garg

Vineet Nagar, Roorkee
+918218406912 | Rishabhgarg132@gmail.com

OBJECTIVE

Seeking an opportunity to leverage my skills and experience and secure a meaningful position that aligns with my values and passions.I always want to utilize my leadership skills to help drive growth,empathy and vision in an established company and to contribute my strong work ethic on a collaborative team.

WORK EXPERIENCE

Talent Acquisition Specialist (HR)
Dec-2024 - Jan-2026
Tata Consultancy Services
Managed end-to-end recruitment, candidate sourcing, interview coordination, onboarding, and HR operations.

Team Leader
Aug-2022 - Nov-2022
Erekrut....Recruitment Made Easy

Talent Acquisition Specialist (Intern)
June-2022 - July-2022
Erekrut....Recruitment Made Easy
I was one of the top performer of my batch and has completed all the tasks given on time and uses innovative approaches to tackle and solve problems.As a dedicated Team member I was promoted to a (Team Leader) I was always ready to solve any query of intern.

Campus Ambassdor
Jul-2022 - Aug-2022
IIM Banglore (Vista)

Human Resource Intern

SKILLS

Communication
100%

Problem Solving
100%

Innovative
100%

Presentation
100%

Computer Literacy
100%

Team Work
100%

Time Management
100%

Customer Service
100%

Financing and Accounting
100%

Administrative
100%

Jun-2022 - Jul-2022

Mars Exploration PVT.LTD

Duties & Responsibilities:-

- Post the job descriptions for the available positions in the social networks as well as various social media portals Candidates' data will not be provided. HR needs to collect Candidates' details on their own.
- Actively participate in the recruitment process.
- Contact prospective candidates and conduct Interviews.
- Complete the joining formalities for the selected candidates.

Campus Ambassdor

Mar-2021 - Apr-2021

Entrepreneurship Cell(eDC) IIT,Delhi

Campus Ambassdor

Jul-2020 - Aug-2020

IIT,Kanpur

Social Media Marketing Intern

Jul-2020 - July-2020

InterCollegeNetwork

This program includes marketing of InterCollegeNetwork via all possible social media and digital platforms The intern represented excellent public relation and networking skills.

Campus Ambassdor

Jun-2020 - Jul-2020

International MUN

International MUN recruited Campus Ambassdor Interns and they were given different tasks of social media promotions as well as to get IMUN online Conference referrals.I was one of the Campus Ambassdor Intern and Performed tasks well.

Student Partner

May-2020 - Jul-2020

Internshala Student Partner (ISP) 18

It was 70 days transformationional journey with company it was very amazing learning experience with company I learned alot I utilize my skills and helping students getting best internship they deserved according to their qualifications and skills. And I actively took part in contests organised by company where all the Internshala Student Partners (ISPs) were divided among teams that competed against each other to help maximum students apply to internships through company.My efforts played an important role

Leadership

100%

Ms-office suite (msword & ms-excel,ms-powerpoint)

100%

Typing - (Hindi & English) 30wpm

100%

CRM

100%

Public Speaking

100%

Listening

100%

Critical Thinking

100%

INTERESTS

Creative Writing

Drawing

Photography

Singing

Playing a musical instrument

Badminton Player

in making it happen.

Sales and Marketing Management Trainee
Jan-2020 - Jan-2020
Big Bazaar

EDUCATION

High School
2014
A.S.A.S.V.M

Intermediate
2016
A.S.A.S.V.M

Bachelor's of Commerce (C.F.A)
2019
COER University
Grade A

Master's of Business Administration
2021
Graphic Era Hill University
1st Class Grade A++

COURSES

Career Edge - Knockdown the Lockdown
2020- 2020

Accounting Fundamentals
May-2020

Fundamentals of Digital Marketing
2020

Advanced Google Analytics
2023

CO-CURRICULAR ACTIVITIES

- - Part of Business Alpha Play & Organizing Commitee Member for Management Carnival.
- Participated in National Seminar on Disaster

Preparedness and Belief.

- Participated in Workshop "Making Managers Powerful".
-Participated in Sanjivini Quiz organised by Ministry of Ayush & My Gov.

KEY ACCOMPLISHMENTS

- - First position in leadership and team-building game (passing the ball).

- First position in management carnival fest Solo singing competition.

- -Excellence in Music By School.