

# Nirvi Jain Sr. Resource Coordinator

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📍 49-50 Nirmal Vihar, Near Central Academy School Udaipur Rajasthan

📅 Date of Birth: 29 Aug 1998

## Profile

Experienced and self-motivated Sr. Resource Coordinator with 2.5 Years of experience in the industry. Adapting and implementing new challenges in my career and I am always excited to encourage new opportunities

## Professional Experience

08/2021 – present  
Udaipur, India

### **SR. Resource Coordinator** *Verbolabs Language Solutions*

#### *Roles and Responsibility*

#### **-Hiring voice-over artists from different platforms.**

- Hiring video editors and rhyme artists through platforms.
- Hiring through various portals like – Fiverr, Freelancer, LinkedIn, Proz, Upwork, Voice123 etc
- Assigning the task to the selected artist.
- Collecting and maintaining all the database.
- Maintaining daily sheet and tracker of the work.
- Solving queries of all platform-related issues.
- Negotiating with the artist
- Onboarding Localization and Dubbing Artist

05/2021 – 08/2021  
Ahmedabad, India

### **HR Executive** *Quick HR Solution*

#### *Roles and Responsibility*

- Screening of resumes & Scheduling of Interviews
- Payroll Management
- On-Boarding Employees and Exit Interviews
- Message broadcasting to the client
- Mail handling
- Training & Development activities
- Preparing all HR-related letters and Documents
- Updating all the data in the system & giving daily reports

04/2020 – 07/2020  
Ahmedabad, India

### **Internship** *Pinnacle Global Service*

#### *Roles & Responsibility*

- Sourcing and Screening of CVS from different portals
- Recruitment Pitching Candidates for paid & unpaid services.
- Scheduling Interviews
- On-Boarding employees

01/2019 – 03/2019  
Udaipur, India

### **Internship** *Pyrotech Electronics Pvt. Ltd*

#### *Roles & Responsibility*

- Preparing all types of HR-related letters & Documentation
- Scheduling Training Programs
- Screening of Resumes Scheduling Interviews
- Onboarding Employees and Scheduling Induction program

## Education

|                                       |  |
|---------------------------------------|--|
| 07/2019 – 05/2021<br>Ahmedabad, India | <b>Narayana Business School</b><br><i>MBA</i><br>CGPA: 7.8       |
| 07/2016 – 03/2019<br>Udaipur, India   | <b>Bhupal Nobel's University</b><br><i>B. B. A.</i><br>CGPA: 6.8 |
| 05/2015 – 03/2016<br>Udaipur, India   | <b>Central Academy School</b><br><i>12th</i><br>CGPA: 5.8        |
| 04/2013 – 03/2014<br>Udaipur, India   | <b>Central Academy School</b><br><i>10th</i><br>CGPA: 6.0        |

## Skills

- Communication
- Effective Time Management
- Google Sheet
- Negotiation
- MS- Word
- On boarding
- Team Player
- MS-Excel

## Interests

- Investing in Share Market and Securities
- Listening Songs
- Cooking
- Travelling

## Achievements

- Awarded as an employee of the month in November 2021
- Awarded as an employee of the month in December 2022
- Awarded as a Star Employee of the Year in March 2023

## Declaration

I hereby declare that all the above-mentioned details are true to the best of my knowledge.

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**Nirvi Jain**  
Udaipur