

Nirvi Jain *Sr. Resource Coordinator*

✉ nirvijain98@gmail.com

☎ 9549258683

📍 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 3+ Years of experience in Dubbing & Localization. I am 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.
- Maintaining and updating the database on the company portals.
- Solving queries of all platform-related issues.
- Negotiating with the artist
- Hiring dubbing studio partners from all over the country.

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

Skills

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

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.

Nirvi Jain
Udaipur