

Sitanshu Mahajan

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Educational Qualification			
Qualification	Institute	CGPA/ %	Year
BSC. Hospitality and Hotel Management	Chandigarh Institute of Hotel Management and Catering Technology	69.89%	2022
XII, CBSE	Innocent Hearts School, Jalandhar, Punjab	76.45	2019
X, CBSE	Innocent Hearts School, Jalandhar, Punjab	10/10	2017
Professional Experience			
Talent Acquisition Specialist- ProNexus consulting global Inc PVT LTD	<ul style="list-style-type: none">Collaborated with premier clients, including Google, Virtusa, NBC Universal, and Amazon, to fulfil IT staffing needs across diverse roles and requirements.Utilized advanced recruitment platforms such as Ceipal, Dice, Monster, and LinkedIn Premium to source and screen qualified candidates for technical and professional roles.Specialized in hiring US Citizens, Green Card holders, and visa-dependent candidates (C2C and W2) while ensuring compliance with client-specific requirements.Conducted 10-15 daily telephonic interviews to evaluate candidates' technical skills, professionalism, and cultural fit, ensuring alignment with client expectations.Managed the end-to-end recruitment lifecycle, including sourcing, screening, offer negotiation, and onboarding, for timely and effective talent acquisition.Proactively identified and engaged passive candidates to build a robust talent pipeline for future client needs.Reviewed and screened 15-20 resumes daily to maintain a steady flow of qualified candidates for active and future roles.		April 2023- March 2024
Reservation Sales Associate – Praxis Services PVT LTD	<ul style="list-style-type: none">Managed reservations for approximately 108 ITC hotels using Synxis booking software with a focus on accuracy and efficiency.Handled daily guest interactions via email and phone, managing 25–30 bookings, cancellations, and modifications while ensuring a seamless guest experience.Delivered personalized service and exceeded guest expectations through empathetic and effective communication, promptly addressing inquiries and resolving issues.Upsold amenities, packages, and room upgrades, contributing to revenue growth and enhancing guest satisfaction.Adapted quickly to changing hotel policies, demonstrating flexibility and problem-solving skills in challenging situations.Processed group and corporate bookings efficiently through the portal, supporting sales teams and maintaining high accuracy.		July 2022- December- 2022
Projects and Internships			
WELCOM HOTEL DWARKA, New Delhi	<ul style="list-style-type: none">Gained hands-on experience across various kitchen stations, including prep, line cooking, and pastry, ensuring smooth operations.Acquired knowledge of food costing, inventory management, and procurement processes within the F&B department to support operational efficiency.Enhanced expertise in hygiene and sanitation practices to maintain compliance with food safety standards.Developed leadership skills by assisting in supervising kitchen operations and F&B service during high-demand periods.		March,2021- April,2021
Positions of Responsibility			
Member of college organizing and cultural club.	<ul style="list-style-type: none">Led and coordinated events as an active member of the Organizing and Cultural Club, fostering teamwork, creativity, and successful execution of cultural initiatives		2019
Extra-Curricular Activities			
Food Blogging	<ul style="list-style-type: none">Crafted engaging content and visually appealing presentations to showcase culinary experiences, driving audience engagement and brand visibility.		2019-2023
Photography	<ul style="list-style-type: none">Promoting the restaurants by making videos and clicking pictures of the ambience and food and then uploading the same on the Instagram handle for the promotion in Jalandhar city.		