**SANDHYA PARMAR**

**Present Address :** 128 -A /119 dravind nagar near ranjeet hanuman Indore,452009

**Permanent Address** : Chitransh nagar colony no. 2 shujalpur mandi ,Dist Shajapur 465333

**Mobile no.** +91-8982771176,8770867462

**E-mail:** [Sandhyaparmar186@gmail.com](mailto:Sandhyaparmar186@gmail.com)

**Specialization**: Human Resource & Marketing

**Career Objective:**

To work in an organization that offers a challenging and learning environment so as to update my knowledge and enhance my skills from time to time and contribute positively for the organization and self development.

**Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **COURSE** | **YEAR OF PASSING** | **PERCENTAGE** | **INSTITUTION** | **BOARD / UNIVERSITY** |
| **MBA (HR + Marketing)** | 2018 | 74.8% | Shri Vaishnav Institute of Management, Indore | DAVV, Indore |
| **PGDCA** | 2017 | 73.9% | Shubham Academy, Shujalpur | Makhanlal University |
| **B. Sc (CS)** | 2015 | 70.7% | JNS Govt PG College | Vikram University, Ujjain |
| **12TH (PCM)** | 2012 | 72.4% | Deepti Convent Higher Secondary School, Shujalpur | MP Board |
| **10TH** | 2010 | 76.3% | Deepti Convent Higher Secondary School, Shujalpur | MP Board |

**Internship Details**: Completed one month internship programme in McW Healthcare (P) Ltd. Indore in sales and marketing.

**Work Experience:**

1 year experience of teaching in Deepti convent school from Jan 2015 – 2016 Shujalpur ( part time )

**Company :- Skillventory**

Designation :- Senior HR Recruiter (From HR Recruiter Get Promoted as Senior HR Recruiter )

Tenure :- July 2018 to Jan 2020

Location :- Indore

* Management of the complete Recruitment Cycle.
* Sourcing Profile through Job Portals, Head Hunting, LinkedIn, Referencing, Personal Networking and Google.
* Initial screening and validating the profiles based on qualification, years of experience, consistency in projects and team size etc.
* Getting the candidates scheduled for interviews based on the confirmation time slots of Tech panels by respective recruiter
* Salary negotiation with the selected candidates, by keeping enough margin & bring profitability to the organization
* Generating Weekly/ Monthly MIS Report for the management and updating them about the requirements served, submittal, rejections, interviews, confirmations and Fall outs
* Planning & closing the requirement within specified time frames. Handling multiple positions of multiple clients at a time

**Achievements :-** Topper of MBA (FT) with 74.8% Aggregate

**Computer Skills:**

Operating Systems:Windows, DOS , Ubuntu

Packages Known**:** MS Office (Word, Power point, Excel)

**Extracurricular Activities**:

* Coordinated sports activities in college.
* Participated in executive of the year competition held at college 2017.
* Anchored and hosted cultural activities in the college.
* Won badminton championship 2016 and 2017 held at college.
* Participated in dancing competition.
* Attended 20days workshop on beautician training held at college.

**Hobbies:**

* Playing badminton
* Listening music

**Personal Details:**

Date of Birth: 18-06-1995

Marital Status : Single

Permanent Address : Chitransh nagar colony no. 2 shujalpur mandi ,Dist Shajapur 465333

Languages: English and Hindi

**Strengths:**

* Learning agility
* Socialising with people
* Goal oriented
* Positive attitude