**YOUR NAME**

*Contact :Ph No Email Id: Your email id*

# EDUCATION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.No** | **Qualification** | **Name of college/School** | **University/Board** | **Year of Passing** | **Percentage** |
| 1 | MBA | Indira school of Business Studies | Savitribai Phule Pune  University | 2019 | xx.xx% |
| 2 | BCA | BYK college of Commerce | Savitribai Phule Pune University | 2017 | xx.x% |
| 3 | Diploma (Computer Technology) | K.K.Wagh Polytechnic | Maharashtra State Board of Technical  Education | 2014 | x.xx% |
| 4 | SSC | St. Francis High School | Maharashtra state board | 2009 | xx.xx% |

**PROFESSIONAL EXEPRIENCE**

**Talent Corner HR Services (Project) Designation:** HR Recruiter

**Duration:** 3rd June 2019 to 31st July 2019

# Roles & Responsibilities:

* Recruitments Utilizing Various Sourcing Method Like web portals (i.e. Naukri, Monster, Shine)
* Screening and Short listing candidates profile as per the requirements of clients
* Coordinating with candidates for interview, taking the follow-up & feedback afterinterview
* Maintaining database of prospective candidates & Maintaining Daily Report.

# PROJECTS

**PG: SUMMER INTERNSHIP**

**Company : Ashoka Concessions Ltd**

**Project Title :** A study of Talent Acquisition in Ashoka Concessions Ltd

**Duration :** Two months (June 2018- July 2018)

# OBJECTIVES:

* To develop practical knowledge of Talent acquisition process.
* To understand the internal & the on-site recruitment process of the organization.
* To give suitable recommendation to fill the gap & streamline the process.

# LEARNINGS:

* + Got to learn how to handle & match the deadlines.
  + Learned to manage the Recruitment database of the organization.
  + Handled the documentation process of the new joiners.
  + Learnt the on boarding process of the candidates.

# UG: BCA

**Title:** WARRIOR (Women Safety Application)

An android application which could locate a list of safe places on the location & map the location on google maps & find the path from current location with the help of mobile database called SQLite.

# SKILLS

* Screening • Interview Scheduling • Recruitment • On-boarding

# PERSONALITY TRAITS

* Good Communication skill • Observational skills • Good Grasping Ability
* Perceptive in assessing the qualities and traits of people.

# TECHNICAL SKILLS

MS Office (Word, PowerPoint, Excel)

# EXTRA-CURRICULAR ACTIVITIES

* Successfully completed 2 day certification course in **Digital Marketing**.
* Attended 1 day workshop on **HR Analytics** conducted by **Mr. Amol Charegaonker.**
* Attended 2 days workshop on **Compensation & Benefit** conducted by **Mr. AbhijitJagtap.**
* Active participation in **CSR** activities like visiting orphanages and NGO organized by college.
* Attended 2 days workshop on “Ordinary to extra-ordinary” conducted by **Mr.MinocherPatel.**
* Attended workshop on “Overcome your fear” conducted by **Mr. NadeemKazi.**
* Attended 2 day certification course in Advance Excel by Mr.Sagar.
* Attended **National Conference on Digitalization and Innovation** by SPPU.
* Won 1st prize in **'I too have a talent'** competition conducted by college.
* Achieved 2nd position in “**Business Bazigaar Program**” (entrepreneurial competition) at ISBS conducted by college to learn selling & negation skills.

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Won 1 prize in poster making competition at college level.

# PROFESSIONAL TRANING & CERTIFICATION CDP:

Have attended 250 hours certification course on Career and Leadership Development Program and Advanced Marketing Program by Mr. Rohit Singh (Stratecent Consulting). Learning different skills like:

* Negotiation skills - Problem solving techniques

# Ozone:

Mentoring on knowledge, skills, and attitude building by Mr.ShantanuSen Sharma (Co-Founder and Chief Mentor, Ozone Education Consultants).having guidance on:

* Aptitude building - Psychometric testing - Business news analysis

# Xed Intellect:

Participated in daily quiz contests and placement grading test organized by the XED INTELLECT.

# STRENGTHS

* + Positive Thinker • Creative • Self-Motivated

**Hobbies :** Travelling, Sketching and Baking.

**Languages :** Lang1, Lang2 ….

# PERSONAL DETAILS

**Pen-portrait: Positive thinker & a confident girl who believes in hard work & dedication.**

Address : FULL ADDRESS WITH PIN CODE  
Date of Birth: DD MM YYYY

Marital Status: Status

# DATE: -\_/\_/

**PLACE: - PUNE. YOUR NAME**