

MADHVI PATTANI

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PROFESSIONAL SUMMARY

Seasoned HR Recruiter with expertise in end-to-end recruitment processes including sourcing, screening, interviewing, and onboarding. Skilled at building strong relationships with hiring managers and candidates to ensure cultural and organizational fit. Proven track record in streamlining recruitment processes, reducing time-to-hire, and enhancing candidate experience.

CAREER OBJECTIVE

Motivated HR professional with 1.5 years of experience in talent acquisition, employee relations, and end-to-end recruitment. Seeking to leverage my skills to streamline HR processes, attract top talent, and contribute to organizational growth in a dynamic workplace.

SKILLS

- **Technical Skills:** Talent Acquisition, Resume Screening, Candidate Sourcing, Social Media Recruiting, Interview Coordination, Salary Negotiation, Employee Onboarding
- **Languages:** English, Hindi, Gujarati
- **Awards/Activities:** Recognized for outstanding performance in recruitment and onboarding; contributed to improving hiring efficiency and candidate satisfaction.

WORK EXPERIENCE

Assistant HR Executive, Bureau Veritas Pvt Ltd, Ahmedabad **Sep 2024- Present**

- Assisted in sourcing and recruiting qualified candidates through job boards, social media, and referrals.
- Managed employee onboarding procedures, ensuring smooth orientation and benefits enrollment.
- Supported HR executives in explaining job roles, compensation, and company policies to candidates and employees.

HR Recruiter, Confiance Bizsol Pvt Ltd, Ahmedabad **Feb 2023 – Aug 2024**

- Sourced and shortlisted candidates through job portals, LinkedIn, and networking.
- Conducted interviews and evaluated candidate qualifications to ensure best fit.
- Coordinated the onboarding process for new hires, ensuring timely documentation and induction.
- Maintained recruitment records in ATS and improved hiring efficiency.
- Negotiated salary packages and explained roles, benefits, and policies to candidates

Data Entry Operator ,Matrix Business Services India Pvt Ltd **Mar 2022 – Jan 2023**

- Entered and verified customer data with high accuracy and attention to detail.
- Reviewed source documents for completeness and maintained database accuracy.

EDUCATION

Global MBA, Human Resources Management/Personnel Administration

Jun 2025 – Sep 2026

Swiss School of Business and Management

- Specialization in HRM, leadership, and global business management.
- Focus on employee relations, talent acquisition, and organizational development.

Bachelor of Commerce

Jun 2017 – Jul 2020

GLS University

- Specialized in Accounting, Finance, and Business Management.
- Built strong foundations in Economics, Taxation, and Corporate Laws.

SSC (12th Grade)

Diwan Ballubhai School