

# MADHVI PATTANI

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## PROFESSIONAL SUMMARY

HR Recruiter with 1.5 years of dedicated experience in end-to-end recruitment and talent acquisition, supported by overall corporate experience. Experienced in sourcing, screening, interview coordination, onboarding, and stakeholder communication. Focused on improving hiring efficiency and delivering a positive candidate experience.

## CORE HR SKILLS

Talent Acquisition | Resume Screening | Candidate Sourcing | LinkedIn & Job Portals | Interview Coordination | Salary Negotiation | Employee Onboarding | ATS Handling | HR Documentation

## PROFESSIONAL EXPERIENCE

### Assistant HR Executive – Bureau Veritas Pvt Ltd, Ahmedabad

Sep 2024 – Present

- Supporting end-to-end recruitment activities including sourcing, screening, and interview scheduling.
- Managing onboarding processes and ensuring smooth employee orientation and documentation.
- Assisting HR executives in explaining job roles, compensation structures, and company policies.

### HR Recruiter – Confiance Bizsol Pvt Ltd, Ahmedabad

Feb 2023 – Aug 2024

- Sourced and shortlisted candidates through job portals, LinkedIn, and professional networking.
- Conducted initial HR interviews and coordinated technical interview rounds.
- Managed salary discussions, offer rollouts, and onboarding documentation.
- Maintained recruitment data in ATS and contributed to reducing hiring turnaround time.

### Data Entry Operator – Matrix Business Services India Pvt Ltd, Ahmedabad

Mar 2022 – Jan 2023

- Maintained and verified employee and customer data with high accuracy.
- Reviewed documentation and supported internal MIS reporting and record management.

## EDUCATION

### Global MBA – Human Resources Management (Pursuing, Expected 2026)

Swiss School of Business and Management

Focus areas: Talent Acquisition, Employee Relations, Leadership, and Organizational Development

### Bachelor of Commerce – GLS University

Jun 2017 – Jul 2020

Specialization in Accounting, Finance, and Business Management

### Higher Secondary Education (12th) – Diwan Ballubhai School

## LANGUAGES

English | Hindi | Gujarati

## ACHIEVEMENTS

Recognized for effective recruitment coordination and contribution to improving candidate experience.