

MADHVI PATTANI

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CAREER OBJECTIVE

Motivated HR professional with 1.5 years of experience in talent management and employee relations. Seeking to leverage my skills to enhance HR processes and support organizational growth at Confince Bizsol Pvt Ltd- HR Recruiter.

SKILLS

- ❖ Talent Acquisition
- ❖ Resume Screening
- ❖ Candidate Sourcing
- ❖ Social Media Recruiting
- ❖ Salary Negotiation
- ❖ Recruitment

EDUCATION

- ❖ **Degree in Bachelor of Commerce**
GLS University 2017-2020
- ❖ **H.S.C**
Diwan Ballubhai School 2016

EXPERIENCE

Confince Bizsol Pvt Ltd HR Recruiter Ahmedabad, India Feb 2023 - Aug 2024

- ❖ Source qualified candidates through online job boards, social media networks, referrals.
- ❖ Conducted interviews with potential candidates, evaluated their qualifications and made hiring decisions.
- ❖ Coordinated onboarding process for new hires, including orientation and benefits enrollment.
- ❖ Maintained accurate records of all recruiting activities within applicant tracking system
- ❖ Explained job duties, compensation and benefits to potential candidates.

Matrix Business Services India Pvt Ltd Data Entry Operator Mar 2022 - Jan 2023

- ❖ Inputted customer data into computer database accurately and quickly Reviewed source documents for completeness prior to entering them into the database
- ❖ Verified accuracy of data entered by comparing it to source documents.

SUMMARY

Seasoned HR Recruiter with experience in end-to-end recruitment process. Possess strong skills in candidate sourcing, interviewing, and onboarding to ensure organizational fit. Known for building relationships with hiring managers, understanding business needs, and delivering high-quality talent. Contributed significantly to previous organizations by streamlining recruitment processes and reducing time to hire.

PERSONAL INFORMATION

Email:-Madhvinpattni@gmail.com

Phone No: 8799415193

Age:-24 year

Address :-Maninagar, Ahmedabad

LANGUAGES

- ❖ English
- ❖ Hindi
- ❖ Gujarati

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Madhvi Pattani