

EDUCATION

Master of Management Studies (HR)

Rajendra Mane College of Engineering and Technology

2018 - 2020

Ratnagiri

Bachelor in Management Studies

Gogate Joglekar College

2015 - 2018

Ratnagiri

HSC (Commerce)

Abhyankar Kulkarni Junior College of Arts, Commerce and Science

2014 - 2015

Ratnagiri

SSC

Sacred Heart Convent High School

2012 - 2013

Ratnagiri

WORK EXPERIENCE

Junior Recruiter

CIEL HR

05/2022 - 05/2023

Responsibilities

- Source qualified candidates through referrals, hotlists, Internet jobsites (Naukri, LinkedIn), postings, querying resume databases, and Career Fairs.
- Expertise in C2C, W2 requirements and strong experience in CEIPAL ATS.
- Negotiating and coordinating with sales managers to fulfil the customer needs based on their activities.
- High-level research skills with an understanding of technology and sales process.
- Finding and Providing Good Consultants to our direct clients using Job portals, headhunting, and networking.
- Maintaining and managing resume database which I get from each and every requirement with effective skills.
- Having Experience in Non-IT Recruitment, BPO.
- Experienced in IT Positions i.e. Java Developer, .Net Developer, Full stack Developer, Frontend Developer, Backend Developer, Devops Engineer, MEAN, MERN, Automation- Manual Testing, PHP Developer, SQL Developer, Bigdata, Scrum Master, Agile Coach, Data Science etc.

SKILLS

Communication Skills

Time Management

Flexibility

Positive Attitude

Team Management

Full-cycle recruitment

Employee Branding

Sourcing and Screening

Candidate Assessment

Networking and Sourcing Methods

Lateral Hiring

Interviewing Techniques

Offer Negotiation

Relationship Building

Talent Acquisition Strategies

PROJECTS

M.M.S.

- A study of Recruitment and selection with respect to Haldiram's pvt Ltd.

B.M.S.

- A study of Recruitment and selection with respect to Haldiram's pvt Ltd.

CERTIFICATES

Advanced Excel

MSCIT

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Gujarati

Full Professional Proficiency

Marathi

Full Professional Proficiency