

SUPREETHA POOJARY

D/o Sanjeeva Poojary,

Moodlakatte-po (576217), Kundapura, Udupi, Karnataka

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CAREER OBJECTIVE

To have a growth-oriented and challenging career, where I can contribute my knowledge and skills to the organization and enhance my experience through continuous learning and teamwork.

EDUCATION

Moodlakatte Institute of Technology (VTU) Master of Business Administration (HR & Finance)	2019 – 2021 8.1 CGPA
Bhandarkars' Arts & Science College Kundapura (Mangalore University) Bachelor in Commerce	2015 - 2018 80%
Govt PU College Kundapura PUC	2013 – 2015 77%
Govt High school Kundapura SSLC	2013 82%

WORK EXPERIENCE

HR Recruiter (Non-IT) : TQA Business Solution

Sept 2022 – Apr 2024

- Review job descriptions to understand the requirements received from clients.
 - Job posting through Naukri.
 - Responsible for sourcing and screening resumes using job portals like Naukri.
 - Generating a pool of suitable & interested candidates.
 - Cold calling the candidates & lining up the interviews.
 - Interviewing & preparing candidates for further rounds with clients.
 - Submitting the screened profiles to the companies.
 - Scheduling the selected candidates for the final round of discussion with the company.
 - Following up actively with candidates until they join the company.
 - End-to-end recruitment.

Clerk cum Cashier :Vande Matharam Co-operative Society Mar 2022 –Sept 2022

- Process and accept deposit & payments from customers.
 - Opening various kinds of deposits like savings, recurring deposit, fixed deposit, etc.
 - Prepare loan documents & processing loan papers.
 - Record keeping & filling of documents related to deposits, loans, etc.
 - Handle customers & their financial transactions.
 - Prepare and record all the daily transactions in the society's computer system.
 - Processing financial instruments such as cheques.
 - Reconciling the cash received & disbursed on a daily basis.
 - Cash and general ledger account reconciliation.

SKILLS

- Cold calling
 - Screening
 - Interviewing
 - Scheduling
 - Shortlisting
 - Salary Negotiations
 - End to End Recruitment
 - OMC (Office Management Course- Excel, Word, PPT)
 - Nudi
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INTERNSHIPS PROJECTS

- **Company:** Britannia Industries Ltd
Industry: Food Processing Industry
Duration: One month
 - **Company:** Beereshwara Co-operative Credit Society Ltd, Koteshwara
Industry: Banking Industry
Duration: 22nd Feb - 4th Apr 2021
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PERSONAL STRENGTHS

- Capability to work with a team
 - Interpersonal Skills
 - Honest and positive attitude
 - Hardworking and sincere
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LANGUAGES KNOWN

- English
 - Kannada
 - Hindi
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PERSONAL INFORMATION

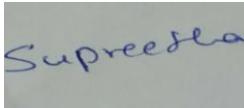
- **Date of Birth:** 09 Feb 1998
 - **Marital Status:** Unmarried
 - **Nationality:** Indian
 - **Gender:** Female
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HOBBIES AND INTERESTS

- Listening to music
 - Playing brain training games like crosswords, word puzzles
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I hereby declare that the above-mentioned information is true to the best of my knowledge and belief.

Date :



Place :

Supreetha

