

Harshal Shetty

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Summary

I am a results-driven HR Recruiter with 4 months of hands-on experience in talent acquisition and human resources. I'm a recent graduate with a Post Graduate Diploma in Management specializing in Human Resources, and I am equipped with the latest industry knowledge and best practices. I possess the ability to source, screen, and place candidates in diverse roles, emphasizing a strategic and collaborative approach, also including excellent communication skills and a keen understanding of the recruitment life cycle. I have a proven capacity to build strong relationships with candidates and hiring managers, contributing to the overall success of organizational staffing objectives. A dedicated professional committed to fostering a positive and inclusive workplace culture.

Experience

Team Ace HR LLP | Mumbai, Maharashtra HR Recruiter | 08/2023 - 12/2023

Using various Job portals such as FoundIt, Shine, Naukri etc. to source various candidates for a diverse set of job profiles, screening CV's/Candidates and forwarding CV's on the appropriate channels while setting up Interviews.



Apex Hospitals | Mumbai, Maharashtra HR Intern | 05/2022 - 07/2022

feeding new recruit information in HR Information system conducting interviews

Skills

Communication skills, Candidate Sourcing, Time Management, Relationship Building, Networking

Education

St Francis Institute of Management And Research | Post Graduate Diploma in Management | 05/2023

Completed Sem 1 in PGDM (Human Resources) with 61.20% yet to receive Sem 2 results



Mumbai,



Maharashtra

Mumbai,



Maharashtra

Nirmal Degree College |

B.Com | 06/2021

Completed B.Com with 53.84%

Sailee International College | HSC | 04/2018

Mumbai,



Maharashtra

Passed HSC (12th) with 74.40%

Saint Francis D'Assisi High School | SSC | 05/2015

mumbai,



Maharashtra

passed SSC (10th) with 71.80%