

HR professional with 2 years of experience in recruitment and grooming candidates, scheduling interviews. I am currently looking for an opportunity in HR or Administrative services.

WORK EXPERIENCE**NeoSOFT Technology****Nov 2021 to Dec 2021***HR Executive*

- Scheduled interviews for IT developers, guiding them through the process of recruitment
- Managed all documentation for selected candidates through the pipeline
- Assisted team lead in managing processes for all candidates

Shreya's Consulting Services**Nov 2019 to Sep 2020***HR Executive*

- Candidate recruitment including job descriptions, candidate sourcing, needs analysis, job posting, and client relationship to generate outstanding placements and achieve client objectives
- Collaborated extensively with client and senior management regarding upcoming interviews for further selection
- Screen searching for candidates in alignment with the company requirements from various job portals
- Conduct face to face interviews with walk-in candidates, managed further rounds with team lead
- Provide detailed reports about candidates status on a daily basis

Focus Fitness Gym*HR Admin***Nov 2018 to Sep 2019**

- Recruit new trainers and maintain HR records of the gym as head incharge
- Keeping up with salary checks for the employees and assisting payroll departments by providing relevant employee information
- Keeping a record of feedback from gym members regarding the services
- Ensuring that all administrative and operations runs smoothly in the gym

Set My Job**Mar 2018 to april 2018***HR Recruiter (Internship)*

- Update our internal databases with new employee information, including contact details and employment forms
- Gather payroll data including leaves, working hours
- Screen resumes and application forms
- Schedule and confirm interviews with candidates
- Post and update job openings on career pages and social networks
- Prepare HR related reports as needed

EDUCATION

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| • Attending a training course on SHRM from Expertron, certified by IIT Guwahati | | Jan 2023 |
| • Karmaveer Bhaurao Patil College (Autonomous), BMS-HRM | 46.64% | May 2021 |
| • Bharati Vidyapeeth English Medium School(CBSE), 12th grade | 51.60% | May 2016 |
| • Bharati Vidyapeeth English Medium School(CBSE), 10th grade | 46.80% | May 2014 |

SKILLS

- Microsoft Office
- Languages: Fluent in English, Hindi, Marathi, Bangali.
- Web designing - Flash, HTML, VBScript

PERSONAL DETAILS

- Date of Birth: 17th August 1997
- Marital status: Unmarried