



PROFILE

Motivated and detail-oriented MBA in HR student with 9 months of hands-on experience. proven ability to manage recruitment processes, coordinate employee onboarding, and support HR administrative functions. Seeking to leverage my skills and knowledge to contribute to the success of organization.

SKILLS

- MS Office
- Recruitment & Onboarding.
- Employee Relations
- HR Administration
- Communication
- Teamwork
- Research and Analysis.
- Quick learner & Responsible.

PROJECT RESEARCH

- Performance Appraisal System at Banking Sector.

VOLUNTEER

- Khushiyaan Foundation.
- Beach Warriors.
- Children's Scrappy News.

HOBBIES

- Reading.
- Travelling.
- Spending time with friends & family.

LANGUAGES

- Hindi : Read, Write, Speak
- Marathi : Read, Write, Speak
- English: Read, Write, Speak

EDUCATION

NMIMS Deemed-to-be University

Distance MBA (HR) from Narsee Monjee Intitute of Management Studies. [**Waiting for result**] 2024 .

Mumbai Universit

BMS (HR) from Patkar Varde College. [**8.8 CGPI**] 2022.

Maharashtra Board

H.S.C from Bhausahab Vartak College. [**65%**] 2019.

S.S.C from Indian Education Society. [**75%**] 2017.

PROFESSIONAL EXPERIENCE

Internship

Just Dial Limited | **Aug 2022 - Nov 2022**

- Collaborating with vendors for candidate sourcing, ensuring a diverse and qualified talent pool.
- Providing day-to-day feedback to the vendors.
- Maintaining the database on Excel of all candidates.
- Following up with candidates for the joining process.

Contract

Just Dial Limited | **Jan 2023 - July 2023**

- Scheduling interviews.
- Ensuring all the onboarding documentation is completed accurately.
- Negotiating salary packages and other benefits with selected candidates.
- Generating offer letter.
- Maintaining records of all material used for recruitment.