



Shivani Pawar

HR

My Contact

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📍 Bhopal Gautam nagar

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Technical Skill

- MS Office , MS Excel
- Data mining
- MS Powerpoint
- Basic computer skill

Soft Skill

- Communication
- Active Listening:
- Time Management
- Negotiation and Persuasion

Education Background

Sant Hirdaram Institute of Management

MBA Results Pending

Servepali Radhakrishnan University

BBA 68 %

Personal Strength

- Effective Communication
- Data Analysis and Reporting
- People Management
- Problem-Solving

Objective

I am looking for an entry-level industrial position in organization where I can utilise my skill and knowledge

Professional Experience

Esatisfy Solutions Private Limited **2023**

HR recruiter

- Task & and target assigned
- Hiring talent to maintain database sheets manage time management & people management
- Interview process, submission, joining, & and selection process daily submission target assigned

Epitometrc.com

2022

HR Intern

- Assisted in creating job postings and descriptions for various roles.
- Screened resumes, conducted initial phone screenings, and scheduled interviews.
- Assisted in maintaining accurate and up-to-date employee records in the HRIS system.
- Contributed to the preparation of HR-related presentations for management.

Achievements

2021

Certificate for GOOGLE DIGITAL Fundamental Marketing

Declearation

I hereby certify that all information provided above is true to the best of my knowledge