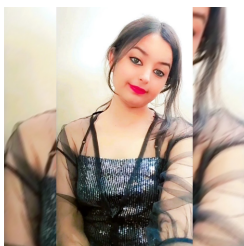


CONTACT



 **MONIKA GORKHE**

@ monigorkhe508@gmail.com

 9589114465

 68, Ganga Devi Nagar, Indore

OBJECTIVE

I seek challenging opportunities where I can fully use my skills for the success of the organization.

EXPERIENCE

*Jun 2021 - April
2022*

Urbanvedic Pvt Ltd

Hr Recruiter

Patterning with hire managers to determine staffing needs.

Screening resumes

Performing in Person and Phone Interviews

Following up on the process status

Assisting team in exit process of an Employee

Communicating employer information and benefits during screening process.

Managing Job Portals

Prepare Job descriptions

Generate Candidate Data through Job Portal and Social media Sites.

*June 2022 -
Currently
Working*

Paskola Value management Consultant Pvt Ltd

Hr Executive

Recruiting and handling 70+ employees for Jaipur, Bhopal, and Indore location

Helping employees with documentation process

Coordinated Onboarding and orientation for new employees

Coordinating with Consultancies

Maintaining and Managing attendance record

Generating offer letters, Relieving letter, Experience letter, and Salary increment letters

Resolved employee Complaints

Provided guidance and counseling to employees on work-related issues

EDUCATION

2018-2020

Subharti University

MBA (Hr and Finance)

A

SKILLS

Recruitment Negotiation skill Monitoring Screening Interview Coordination Joining Formalities

INTERESTS

Singing And listening Music

LANGUAGES

Hindi and English

Personal Information

Father - Mr Ramdayal Gorkhe

DOB- 24-10-1996

Nationality- Indian

Permanent Address- A-254 , New Dewas Colony, Dewas