

# RESUME

## BHAGYASHRI DESHMUKH

LIG Colony, Indore (M.P)

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## CAREER OBJECTIVE

Forward-thinking individual with refined interpersonal and multitasking skills. Looking to join a progressive organization as human resource to provide high-end administrative support in the human resource department.

## EDUCATIONAL QUALIFICATION

- MBA in Human Resource Management and Banking from Lakshmi Narain College of Technology Bhopal . (2020-2022)
- Bachelor of Science from BU University Bhopal.(2017-2020)
- Higher secondary from M.P Board Bhopal with 81.8% in 2017
- High school from M.P Board Bhopal with 78.5% in 2015

## COMPUTER KNOWLEDGE

- MS Excel and MS Word

## WORKING EXPERIENCE AND WORKSHOPS ATTEND

Position: HR INTERN Duration

:2 months

I have completed this internship from Srajan welfare society (NGO). I have learned more new skills & management functions in this internship. Here I learned to conduct recruitment process & conduct interviews.

### PROFESSIONAL EXPERIENCE:

1}Talent Leads HR Solution Pvt. Ltd.

Designation: HR Executive

Duration : 1/09/2022 to Till Date

Job Responsibilities:-

- To understand different companies businesses and its manpower requirements

- To Source and screen the candidates to build a pool of “interested candidates” through Job Portals, data Bank, Head Hunting, References in given time frame.
- To coordinate with shortlisted candidates for interviews & follow up for their feedback from clients
- To coordinate with candidates for offer and joining of the candidates
- To coordinate with clients over phone and email for feedback and open positions
- To prepare daily MIS and Tracker in excel format
- To analyze talent market with respect to positions and company
- To coordinate with clients for fulfillment of the manpower requirements.

## PERSONAL SKILLS

- Good communication skills
- Quick learning skill and patience
- Time Management.
- Recruiting.

## HOBBIES

- Listening music.
- Cooking.

## PERSONAL DETAILS

Father's Name :Mr. Ravindra Deshmukh  
Mother's Name :Mrs. Sunita Deshmukh  
DOB :16/02/1999  
Language Known :Hindi, English &Marathi  
Permanent Address : LIG Colony Indore( M.P) 452011

## DECLARATION

I here by declare that all the information provided here are true and complete to best of my knowledge and belief

Date : Name: Bhagyashri Deshmukh

Place : Signature: Bhagyashri