|  |  |  |  |
| --- | --- | --- | --- |
| **Sonali mistari**  Main add **- A/p methi Tal-Shindkheda dist- dhule** |  |  |  |
| **OBJECTIVE** |  |  | **CONTACT** |
| Dedicated HR Recruiter in talent acquisition and a strong track record of identifying and hiring top talent. Seeking to leverage my skills and expertise to contribute to the success of [Company Name] by sourcing and recruiting exceptional candidates. | MOB – 9322875943  MAIL ID –  Sonalimistari3@gmail.com |
|  |  |  |  |
| **HR RECRUITER** |  |  | **EDUCATION**  B.Sc. ( Bachelor of |
|  | Science )  Studies in chemistry) |
|  | NORTH MAHARASHTRA |
| **ROLES AND RESPONSIBILITIES** | UNIVERSITY JALGAON |
|  | 81%  MBA H.R (APPEAR) |
| * **Job Description Development:** HR recruiters work with hiring |  |
| * managers and department heads to create detailed job descriptions that outline the qualifications, skills, and experience required for each open position. * **Sourcing Candidates:** Recruiters actively search for potential | **TECHNICAL SKILLS** |
| * candidates through various channels, such as job boards, social media, employee referrals, and networking events. They may also use applicant tracking systems (ATS) to manage candidate pipelines * **Candidate Screening:** Recruiters review resumes and applications to identify candidates who meet the minimum qualifications. They may also conduct initial phone or video interviews to assess candidates' skills, experience, and cultural fit * **Interview Coordination:** They schedule and coordinate interviews between candidates and hiring managers or interview panels. This includes sending interview invitations, providing logistical information, and ensuring a smooth interview process. * **Onboarding:** Some recruiters are responsible for coordinating the onboarding process for new hires, which includes completing paperwork, setting up orientation sessions, and ensuring a smooth transition into the organization.. | * MS EXCEL * MS WORD * MS POWERPOINT * POWER POINT   **LANGUAGES**   * + ENGLISH   + Hindi   + Marathi |
|  |  |

**DECLARATION**

The information stated above is true to the best of my knowledge and belief.

Date - Place -