

Curriculum Vitae
BHARTI MAKAR
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OBJECTIVE

To constantly seek knowledge and climb the ladder of success with combination of smartness and hard work.

WORK EXPERIENCE

(Jun 2021 - till date) with Ahmedabad International School, Ahmedabad as French Teacher

- Designing Curriculum and Lesson plans for Grade 7-9.
- Responsible for Lesson planning and teaching French IG curriculum to Grades 7-9.
- French Subject Teacher for CAIE curriculum.

(Jan 2019 - till date) with [Easy French with Bharti](#) as French Teacher

- Conducting classes for French language for Kids, Students and Adults.
- Conducting batches as per the needs of an individual.
- Designing courses for kids and adults.

(Mar 15 - Apr 2016) with The Galaxy Education System, Rajkot as HR -Recruitment

- Design, develop and maintain the recruitment process in the organization.
- Manage the creation of a recruiting and interviewing plan for each open position.
- Prepare necessary documents, job description, screen tests and interview questions for the organization.
- Source candidates for various positions using different sourcing methods.
- Conduct job interviews.
- Ensure completion of all documentation as per the recruitment standards and processes.
- Create recruitment documents like offer letters, agreements, contracts, etc.
- Perform other related administrative and reasonable duties as instructed.

(May 07 - Feb 11) with Premier Consultants, Rajkot as Team Leader & Sr. Recruitment Consultant.

- Recruitment of Professionals from all over India.
- Scanning & sourcing of right profiles as per the requirement of the client & shall be responsible for arranging the first interface between client & the candidate.
- Give the client desired candidates with the help of different portals, head hunting and mapping.
- Manage all aspects of recruitment from job postings, screening resumes, scheduling interviews, pre-qualifying candidates, negotiating salaries, hiring and induction process.
- Coordinate between Hr Mgr and candidate.
- Clientele includes companies such as Kotak Mahindra Bank, Ing Vysya Bank Fullerton, Tata Aig General Insurance, CitiFinancial, Ask Wealth Advisors, ADAG group to name only a few.

(Aug 04 - Oct 06) with Sister Nivedita School, Rajkot as Senior Faculty-Computers

- Conducting batches for various courses.
- Designing courses for private corporate batches.

ACHIEVEMENTS IN PREMIER CONSULTANTS

- Promoted to Sr. Recruitment consultant from Recruitment Consultant.
- Achieved certification of **RECRUITER PAR EXCELLENCE** for the highest revenue generation in the whole branch for the year 2007 □ 2008.

EDUCATIONAL QUALIFICATIONS

- DELF B2 Certified from Alliance Française, Ahmedabad.
- PGDHRM from ICFAI UNIVERSITY in 2008.
- Bachelor in Science (Information Technology & Computer Application with First Class in 2003.

PERSONAL DETAILS

Sex	:	Female
Date of Birth	:	17-12-1982
Marital Status	:	Married
Nationality	:	Indian
Hobbies	:	Listening to music, internet surfing.
Skills	:	Hardworking, Dedicated and Innovative, Confident, Leadership quality with positive attitude.