

SHREYA SIDDHPURA

PROFILE

Name - Shreya Siddhpura

Gender - Female

Current Address - Nandanvan , kalyan-park I beside shastrinagar ajmera

Date Of Birth - 21st October 1999

Language known - 1)English (fluent),
2)Hindi (fluent), 3)Gujarati(native)

CAREER OBJECTIVE

I'm motivated college student seeking for job opportunity.

CONTACT

PHONE:
9426420229

EMAIL:
siddhpurashreya99@gmail.com

EDUCATION

SCHOOLING FROM - K.G DHOLAKIYA

10th - 85%

12th SCIENCE (MATH)- 78%

COLLEGE FROM

Completed 3 Year's of Software Development from Atmiya,
As well as pursued Interior Designing from INIFD .

WORK EXPERIENCE

Administrative Director

Did management work in Axis Institute for 1 year in Rajkot.

The role I played as administrative director are

- Plan and co-ordinate administrative procedures and systems and devise ways to streamline processes.
- Recruit and train personnel and allocate responsibilities and office space.
- Manage schedules and deadlines.
- Organize facilities services, maintenance activities and tradespersons.
- Organize and supervise other office activities

Technical Recruiter (6 months)

The role I played as recruiter are

- Sourcing and attracting candidates by using databases, social media etc.
- Conducting interviews and filtering candidates for open positions.
- Screen candidates resumes and job applications.
- Act as a point of contact and build influential candidate relationships during the selection process.
- Promote company's reputation as " Best place to Work".

SKILLS

Phenomenal-Convincing Power

Having a creative mindset.

Extrovert Personality.

Having a perspective to quickly adapt new things.

HOBBIES

Exploring new places

Meeting new people

Reading thrilling blogs