

Vaishnavi Bhargav
12, Avinash Society
Saijpur, Ahmedabad-382345
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OBJECTIVE

A highly motivated and hardworking individual looking for a responsible role in a reputable organization.

EDUCATION QUALIFICATION

SR NO	COURSE	BOARD UNIVERSITY	PERCENTAGE %	PASS OUT YEAR
1	SSC	GSEB	63.5 %	2015
2	HSC	GSEB	62.57 %	2017
3	B.COM.	Gujarat University	70.14 %	2020
4	MBA [HR]	GTU	74%	2022

- **GTU – GUJARAT TECHNOLOGICAL UNIVERSITY**
- **GSEB – GUJARAT SECONDARY AND HIGHER SECONDARY EDUCATION BOARD**

COMPUTER PROFICIENCY

M.S. Office

- Basic
- Excel
- Power Point

PROJECT

❖ **Summer Internship Project**

- Topic: Customer buying behavior towards online shopping
- Duration : 31 Days

❖ **Multidisciplinary Action Project Report**

- Place: Bhagwati Chula Dosa
- Topic: Customer awareness and satisfaction at the Bhagwati Chula Dosa
- Duration: 3 Months

❖ **Comprehensive project**

- Topic: Employee perception on recruitment process
- Duration: 3 Month

EXPERIENCE

- Worked as an Intern IT Recruiter at **Jobwilling.com** (November 2021 to February 2022)

- **Shayona Consultancy** (August - 2022 to December - 2022)

Designation: HR Recruiter

➤ **Roles & Responsibility:**

- Sourcing Cvs from the Job portals such as Naukri.com. and Shine.com according to the vacancies.
- Sourcing for Industries such as FMCG, Paint, Building material, Consumer durables etc.
- Doing telephonic interview, short listing them and
- Forwarding to clients according to vacant positions.
- Salary negotiations

- **Biomax Safety & Security Systems Pvt. Ltd.** (23rd December 2022 to till date)

Designation: HR Executive

➤ **Roles & Responsibility:**

- Assess the job requirements from each department.
- Post job vacancy on job portals
- Screening the resumes.
- Schedule the job interviews, collect the feedback and send a weekly report of its and fails and continually educate employees on company policies.
- Attendance, Time-management, Updating leave Management etc.
- Work with company CEO and/or Director to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees.
- Promote a positive and open work environment where employees feel comfortable speaking up about issues.
- Basic payroll & Salary processing
- Joining and Exit Formalities
- Employee appreciation activity

PERSONAL DETAILS

Name : Vaishnavi Bhargav
Date of Birth : 28th June, 2000
Gender : Female
Languages Known : English, Hindi, Gujarati
Marital status : Unmarried

Date:

Place:

Vaishnavi Bhargav