

Rahul Pal

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Looking to secure an Entry-level position in a progressive financial organization providing ample opportunities to freshers. Passionate about learning new financial concepts and possess the ability to handle work pressure and customer issues professionally. FRM Part-1 Candidate

Personal Details

Date of Birth: 2000-05-12
Eligible to work in: India
Highest Career Level: 2-5 years experience
Industry: Accounting, Banking & Finance, Human Resources
Total years of experience: 3

Work Experience

Healthcare Recruiter

US Tech Solutions - New Delhi, Delhi
October 2021 to Present

- Assisting the hiring manager or executive recruiter with recruitment duties.
- Recruited Doctor, Registered Nurse (RN), Licenced Practical Nurse (LPN), Certified Nursing Assistant (CNA).
- Reviewing available positions and candidate requirements.
- Conducting initial phone screenings.
- Verifying of Licenses and Certifications.
- Communicating with candidates and setting up interviews.
- Tracking open positions using recruiting software.

Junior Recruiter

IMS People - Ahmedabad, Gujarat
February 2021 to September 2021

- Assisting the hiring manager or executive recruiter with recruitment duties.
- Reviewing available positions and candidate requirements.
- Conducting initial phone screenings.
- Contacting candidate references and verifying education requirements.
- Communicating with candidates and setting up interviews.
- Tracking open positions using recruiting software
- Made 2 submission per day when the requirement is only 1.

Accounts Executive

Jayshil G Sheth &Co - Ahmedabad, Gujarat

April 2019 to February 2021

- Bookkeeping for small-size firm and private limited company
- Filing TDS return on quarterly basis
- Filing Monthly GST return
- Performed audit for small size firm, large size firm, private limited company and government organization.
- Conducting bank audits.

Education

Master's in Advance Accounting and Finance(M.Com)

Gujarat University - Ahmedabad, Gujarat

December 2020 to Present

Bachelor's in Advanced Accounting and basics statistics (B.Com)

Shree Narayana College of Commerce - Ahmedabad, Gujarat

April 2017 to November 2020

Skills / IT Skills

- Accounting
- Tally
- Tax experience
- Microsoft Excel
- Communication skills
- Computer skills
- Job Diva (Less than 1 year)
- Recruiting (1 year)
- Finance

Languages

- Hindi, English, Gujarati, Bengali - Fluent

Certifications and Licenses

Basics and Microsoft Office

May 2012 to July 2012

Basics of Stock Market(Zerodha)

August 2020 to Present

Basic level certificate program provided by zerodha.

NGO, Non-Profit / Student Organizations

Smile Organisation

June 2011 to August 2012