**RESUME/ CURRICULUM VITAE (CV)**

CONTACT DETAILS

Name : SAGRIKA A. MAURYA

Address : G-204 Samarthya Status, near Padmavatinagar, D cabin, Chandkheda,

Pin code – 380019

Mail ID : [sagrika309@gmail.com](mailto:sagrika309@gmail.com)

Phone number: 9428024028

Personal DETAILS

Date of birth: 09 Feb, 1997 Nationality: Indian

Gender : Female Occupation: Completed Graduation B.E.(E.C.)

Marital Status: Unmarried

WORK Experience

Designation: WORKING AS A HR RECRUITER IN JOBCARE SOLUTIONS.

* ***Candidate Screening***: Responsible for screening resumes to determine which candidates meet the minimum requirements. Recruiters then move chosen candidates on to the next step in the hiring process.
* ***Interviewing***: Responsible for conducting initial interviews, which are then used to narrow the number of potential candidates who will be interviewed by the hiring manager. Often times, I have to set up interview appointments between the chosen candidates and the hiring manager.
* ***Reference and Background Checks***: After interviews have taken place and the hiring manager expresses an interest to hire a candidate, I often called upon to coordinate the reference and background checks and often responsible for conducting reference checks by verifying employment information and contacting the professional and personal contacts provided by the candidate.

**CONDCUTED RECRUITEMENT FOR IT AS WELL AS NON IT PROFILES.**

PAST JOB -

**Teaching**

30 April, 2018

I am teaching in Coaching centre from one year.

Responsibilities include

- Teaching students with their understanding capacities

- Taking care of their work given by schools also in coaching

-Clearing their doubts related to their subjects if time left they can gain additional knowledge

EDUCATIOn

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sr.**  **No.** | **Title** | **Board/ University** | **Aggregate Marks** | **Admission Year** | **Passed Out Year** |
| 1. | SSC (10th) | GSEB | 90% | 2011 | 2012 |
| 2. | HSC (12th) | GSEB | 74% | 2013 | 2014 |
| 3. | Electronic and communication Engineering (B.E.) | Gujarat Technological University (GTU) | - | 2014 | 2018 |
| Semester 1st | GTU | 8.53 | - | - |
| Semester 2nd | GTU | 8.03 | - | - |
| Semester 3rd | GTU | 7.53 | - | - |
| Semester 4th | GTU | 7.03 | - | - |
| Semester 5th | GTU | 8.03 | - | - |
| Semester 6th | GTU | 7.94 | - | - |
| Semester 7th | GTU | 8.06 | - | - |
| Semester 8th | GTU | 9.50 | - | - |

SKILLS

* **COMMUNICATIONS SKILLS** - I enjoy communicating with people but take care to listen actively and always to speak with a friendly and positive attitude.
* **STRONG NUMERICAL SKILLS** - I have always been good at mathematics and this led me to study Engineering. I enjoy teaching my students with extra knowledge of scientific facts and also in Vedic Maths.
* **COMPUTER SKILLS** – I am proficient in Microsoft Office and have a good level of general computer literacy.
* **FAST LEARNER** – I love learning new things.
* **LANGUAGE SKILLS** – I am good in English and Hindi, and also have a good understanding of Gujarati.
* **TEAM PLAYER** – I am a people person and I love working in teams. I do my best to contribute as a team leader as well as a team member.
* **HIGHLY MOTIVATED** – I am a self starter and I always try to take the initiative in my work

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DECLERATION

I do hereby declare that the above statements mentioned in my resume are true and correct to the best of my knowledge and belief.

ATTACHED

Mark sheet of 10th,12th and Graduation