

RESUME

KHUSHBOO MURARI

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OBJECTIVE:

Seeking a career in a progressive organization that gives me scope to update my knowledge and skills in accordance with the latest trends and be a part of the team that dynamically works towards the growth of the organization and gains satisfaction there on.

SUMMARY:

- Goal-oriented, socially well-adjusted individual who is comfortable working alone and as an integral part of a competent team.
- Systemic thinker, maintain the broad view while giving precise attention to details.
- Ability to function in congruence with the organizations objectives.

EDUCATIONAL QUALIFICATION:

EXAMINATION	BOARD / UNIVERSITY	YEAR OF PASSING	MARKS
S.S.C.	Maharashtra State Board	March, 2005	45.00 %
H.S.C.(Commerce)	Maharashtra State Board	February, 2007	52.00%
BMS in (Marketing)	Mumbai University	December, 2011	61.25%
PROFESSIONAL COURSE IN HR (PHRM)	IIBMS (Karnataka State Open University)	September, 2013	70.00%

WORK EXPERIENCE:

Company Name – Indman Consultants

Joining Date – January 2021 to June 2022

Position – Operation Coordinator

Job Description:

- Constantly aware of Client inquiries and requirements.
- Forward candidates requiring information about their individual status, status of requirements, new inquiries received, date of deployment etc.
- Issue medical certificate to the selected candidates and send fitness report to the client.
- Maintain status of each candidate and send the reports as requested by the client.
- Final deployment process, handling over the deployments file and maintaining the records in order for the data bank assistants to scan the records.

Company Name – We Solutions

Joining Date – October 2017 to June 2020

Position – Compliance Officer

Job Description:

- . Coordinate with candidates for English language requirements as per NMC.
- . Coordinate with candidates who are preparing CBT.
- . Coordinate with candidates during NMC registration stage and assist them until they received DL.
- . Coordinate with client for sending COS files.
- . Coordinate with candidates for visa application stage, flight booking and for OSCE preparing.
- . Salesforce update and maintaining various trackers.
- . Drafting correspondence with client and candidates.
- . Building good communication and taking regular follow up with candidates.

Company Name – Kapil Consultancy Recruitment Services Pvt. Ltd.

Joining Date – May 2017 to October 2017

Position – Assistant Manager – Team Lead - Recruitment

Job Description:

- Generating new business from the new and existing Clients.
- Regular follow up with the clients.
- Team Handling.
- Sourcing and screening profiles from job portal and other sources.
- End to End recruitment process.

Company Name – Dhruv Corporate (HR) Solutions Pvt. Ltd.

Joining Date – January 2017 to March 2017

Position – HR Executive

Job Description:

- Internal Recruitment and Induction / Orientation- Scanning, Joining formalities, Selection Process
- Handling Employee Database (Both in Soft Form and Files Management)
- Leaves and Attendance Management
- Exit-Interviews
- Full and Final Settlement

Company Name – Indman Consultants

Joining Date – September 2013 to November 2016

Position - Recruitment Coordinator

Job Description:

- Constantly aware of Client inquiries and requirements.
- Forward candidates requiring information about their individual status, status of requirements, new inquiries received, date of deployment etc.
- Issue medical cert to the selected candidates and send fitness report to the client.
- Maintain status of each candidate and send the reports as requested by the client.
- Final deployment process, handling over the deployments file and maintaining the records in order for the data bank assistants to scan the records.
- ISO Activities required maintain the management system efficiently and functioning effectively as an internal Auditor-required to maintain list of candidates for selection, no. Of CV`s retrieved / approved / sent to client / shortlisted.
- Delegate jobs to assistants.

Company Name - Unique Management Associates

Joining Date – December, 2012 to June, 2013

Position - HR Assistant

Job Description:

- Worked on job portals and advertising vacancies appropriately by drafting and placing adverts in a wide range of media, e.g., newspapers, websites
- Calling candidates & Searching profile matching with the recruitment.
- Scheduling interviews.
- Interviews follow ups
- After selection, shortlist candidates.
- Documentation & collection of required paperwork for establishing identity of candidates and authenticating details furnished by them.

- Carrying out varied testing & screening procedures for checking job suitability of candidate for the desired profile.
- Send information about selection procedure
- Send candidates for Medical Check-ups.
- Sending passport for visa stamping.
- Ticketing and Emigration.
- Pre departure Orientation.

ADDITIONAL SKILLS AND ABILITIES:

- Ability to work in a team environment.
- Strong work ethics and attention to detail.
- Excellent verbal and written communication skills.
- Highly organized with a profound ability to multi-task.
- Odoo HR Management software, MS office, excel.

PERSONAL DETAILS:

Date of Birth	- 5th Feb 1989
Marital Status	- Married
Gender	- Female
Nationality	- Indian
Languages Known	- English, Hindi, Marathi

Thank you
Khushboo Murari