**CURRICULUM VITAE**

**Pooja Shukla**

Mobile No: +91 7801931031

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**Carrier Objective**

To work in a challenging environment demanding all my skills and efforts to explore and adapt myself in different fields and realize my potential where I get the opportunity for continuous learning.

**Qualification**

* **K.S School of Business Management**

Master of Business Administration (MBA), 2016– 2018 (49.2%)

* **S.D School of Commerce**

Bachelor of Commerce (B.Com), 2013 - 2016(61.35%)

* **Kameshwar Vidhyalaya**

12th Standard (Commerce), 2013 (65.6%)

* **Kameshwar Vidhyalaya**

10th Standard, 2011 (70.2%)

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**Additional Qualification**

* **Diploma in Management**

Completedwith B.com degree from S.D School of Commerce (2014-2016)

* **Certificate course in English (Level-1)**

Completed 3 months course in English level – 1 from Shri Chinubhai R. Shah Language Academy

* **Certificate course in Computer Application (CCA)**

Completed 3 months course in CCA from Shri Chinubhai R. Shah Language Academy

**Project Undertaken**

* Completed study project on **“Employee Motivation”** from Gujarat Credo Mineral Industries Ltd, Ahmedabad.

**Summer Internship Programme**

* Completed 2 months internship from Gujarat’s No. 1 Co-op Bank **The Kalupur Commercial Co-op Bank Ltd, Ahmedabad** on Training & Development, HR Department, Head Office.

**Experience**

* Worked as Recruitment officer at Post A Resume HR consultancy. (4 Months)
* **Currently working as a HR Recruiter in System HR Solutions Pvt Ltd Fron May 2019 to Sep 2019**

Job Responsibility:-

1. Handling the end-to-end recruitment process
2. Source Candidate from Database
3. Scrutinizing CV as per Job Description from job Boards like Naukri, Timesjobs, Shine and Social Networking Sites.
4. Following-up with Candidates
5. Scheduling Interviews

**Personal Profile**

Full Name : Shukla Pooja Upendrabhai

Postal Address : 8, Jodhpur Kunj Society, Ramdevnagar Cross Road, Satellite,

Ahmedabad – 380015

Date of Birth : May 28th, 1996Known Languages : English, Hindi, Gujarati

Hobbies : Travelling, Dancing

**Declaration**

I hereby declare that the above-mentioned information is true to the best of my Knowledge & Belief

**Pooja Shukla**