

ADITI THAKUR

thakuraditi03@gmail

9713203028,8518831910

CAREER OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills. Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

EXPERIENCE :

Capital Ways, Indore : from 1st July 2016 to 24th Dec 2020.

Job Description : Hiring and Master Data Management , Role : HR Executive

- Implemented effective HR policies to ensure all practices are in compliance with Labour and employment regulation.
- Developed targeted outreach recruitment program to recruit more minorities and meet affirmative action requirement.
- Invited 10+ motivational speaker and industry experts to give lecture and speeches to employees on new industry standards and how to build confidence and morale in the workplace.
- Manpower management, recruitment involving screening, short-listing and interviewing.

EDUCATIONAL QUALIFICATION:

COURSE/EXAMINATION	INSTITUTION/UNIVERSITY	PERCENTAGE
POST GRADUATION (MBA)	RDVV, Jabalpur	63.66
GRADUATION (B.COM)	RDVV, Jabalpur	64.98
12TH (Commerce)	CBSE, Delhi	59.4
10TH	CBSE, Delhi	55.8

SKILLS :

Technical : MS-Office, Adobe Photoshop.

OTHER INTEREST& ACTIVITIES:

HOBBIES: Dancing, Volleyball, Net Surfing, reading novels, cooking etc.

PERSONAL DETAIL:

Name - Aditi Thakur

Date of Birth - 06th July 1991

Father's Name - Lt Madan Singh Thakur

Marital Status: Married

Husband Name- Mudit Narayan

Address - 770/1, SBI colony, Baldeobagh, Vijay Nagar Jabalpur 482003

Present address-30/425 Madhuban colony budhni 466445.