

CURRICULUM VITAE

SAUJANYA SAGARE

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CAREER OBJECTIVE:

Experienced HR Recruiter with a strong background in talent assessment and acquisition, high-volume staffing, and social media recruiting tools for automobile and manufacturing industries.

Looking to leverage my skills and experience to drive impactful recruitment strategies and contribute to a dynamic organisation.

PROFESSIONAL EXPERIENCE:

KV Staffing Services

Aug. 2023 – Dec. 2024

- Handling multiple requirements at a time and fulfilling to clients
- Working on different technologies and domain as per the client's requirement
- Initial Screening of candidates through telephonic interviews
- Counselling prospective candidates by highlighting the client company profile, position offerings and benefits
- Mass mailing & advertise jobs on behalf of clients on the portals like Naukri and LinkedIn
- Screen & Evaluate candidates on their technical skills, education and work experience as per client's requirement
- After screening the incoming resumes, then provide the shortlisted data of qualified candidates to the Hiring Manager

Lupin Ltd.

Aug 2022 – Oct 2022

- During my time as an Hr intern at lupin Ltd., I gained valuable hands-on experience in the HR field. I supported the HR team in various administrative tasks and contributed to the recruitment process by assisting in candidate screening and assessment. Additionally, I gained exposure to the day-to-day operations of the HR department and provided support in maintaining candidates records and databases.
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CERTIFICATIONS:

- HR Analytics
 - Payroll Management
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KEY SKILLS & ATTRIBUTES:

- Technically proficient in MS Word, Excel, PowerPoint.

- Candidate screening
 - Social media recruiting
 - Talent Acquisition
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PERSONAL DETAILS:

Address:

Aditya Enclave, Golande Colony, Chinchwad.

Pin Code: 411033.

Language Known : English, Marathi, Hindi

Declaration:

I hereby declare that the information furnished by me show true to best of my knowledge.

Saujanya Suresh Sagare.