

# VAISHNAWI MAHAJAN

8830630206



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Shivajinagar, Pune



Human resource

## SUMMARY

A creative and innovative thinker with effective Human Resources management, and goal setting abilities combined with communication, interpersonal skills.

## EDUCATION

### AISSMS IOM ( Savitribai Phule Pune Univercity)

MBA (HR)  
2021 - 2023

### M.J. College (NMU)

Bachelor's in Science (Physics)  
2016-2019

## SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing administration

## PERSONAL DETAILS

- DOB - 5th Feb 1999
- Permanent address - Mahajan wada, Salshingi, Tal - Bodawd, Dist - Jalgaon.

## PROFESSIONAL EXPERIENCE

### Hr Associate

Propvishwa pvt Ltd June 2023 - June 2024

- End to end recruitment process
- Screening, sourcing, interview scheduling, documentation document verification, onboarding.
- Handle different different portals like naukri, linkdin, apna, intershala, indeed.
- Employee engagement.
- Daily attendance.
- Administration ( office supply management, Expense management, event management)

### Nevem Hr Consultancy (Internship)

Hr recruiter Sep 2022 - Dec 2022

- End to end recruitment process.
- sourcing and screening.
- scheduling first round of interview.