

RESUME

Rashmi Kulkarni

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Objective:

- To obtain a challenging and responsible position that enables me with a dynamic work sphere to extract my inherent skills, develop my attitude and further the organization's objectives and to enhance my managerial skills in the process

Qualification:

- PG: M Com Completed in the year of 2015 and secured 64% in Savitribai Phule University, Pune
- UG: B Com Completed in the year of 2013 and Secured 74% in Savitribai Phule University, Pune

Professional Experience:

- Currently working with HDB Financial Services as a Recruitment officer (HDFC Bank) from 1st September 2021 to till date.

Responsibilities:

- Candidate Sourcing from various online portal.
- Working on HCM Platform for candidate documentation and Authentication.
- Daily communication with candidates and Businesses regarding Onboarding, Hiring and offer-related queries.
- Screening and Scheduling candidates for the interview.
- Act as point of contact and build good candidate relationships during the hiring process.
- Achieving targets month on month and completion of assigned tasks within TAT.

Achievements:

- Received **HDB WOW Employee reward** twice within one year of joining in **Quarter 3 and 4**.

Kinder Planet School:

- Worked as a Teacher for Nursery Class from 6th July 2019 to 31st May 2020.
- **Worked with KPMG as an Analyst (Forensic Services)** from 24th October 2016 to 14 December 2017.

Responsibilities:

- Liaison with HR team and the client contact to create a pipeline of candidates for background verification.
- Getting in touch with ex-employer through calls/emails/site visiting (If necessary)
- Conduct additional checks like reference verification, ex-employment verification and supervisor verification
- Create a report of the verification process and pass it to the report Concern team to have the final report for clients.

Strengths:

- Self-motivated and self-starter working proactively and independently.
- Enthusiastic Team player.
- Believe in continuous learning and an innovative approach.
- Fluency in English.

Personal Details:

Name	Rashmi
Father name	Umesh
Marital Status	Married
Languages Known	English, Kannada, Hindi, Marathi
DOB	26/04/1991
Nationality	INDIAN