

CURRICULUM VITAE

SAKSHI SUNIL BANSAL.

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❖ OBJECTIVE

Seeking a career as a successful person in a progressive company and to effectively utilize the knowledge gained in my academic curriculum & from life for attaining a responsible, challenging and rewarding position.

❖ ACADEMIC QUALIFICATIONS

INSTITUTION	QUALIFICATIONS	BOARD	MARKS OBTAINED
Judson High School , Pimpri, Pune.	Secondary School Certificate (SSC)	Maharashtra Board	83.60%
Jai Hind Jr. College, Pimpri,, Pune.	Higher Secondary School (HSC)	Maharashtra Board	69.23%
MUCC, Pimpri, Pune.	Graduated In Bachelor of Commerce (B com)	Savitribai Phule Pune University	82.65%

❖ INTERNSHIP

- Worked as an Intern as HR Executive (**Talent Acquisition**) at Fibe (Formerly known as Early Salary) from 16th January to 12th July 2024
 - Manage the end-to-end recruitment process, including sourcing, screening, interviewing, and hiring candidates to fill open positions.
 - Managing posts on job boards, such as LinkedIn, Intershala, IIM Jobs and Naukri.
 - Collaborated with leadership on the development of recruitment strategies, development plans, and performance management.
 - Implement effective onboarding processes for new hires to ensure seamless integration into the company.
- Worked as an Intern as HR Executive at Staffing Consultancy Services from June 22 – September 2022.
- Worked as intern as executive at Sri Bhairavnath Multi State Co Operative Credit Society Limited for 15th March 2022 to 31st March 2022 (**60 hours**)

❖ ACHIEVEMENTS & APPRECIATION

- <https://drive.google.com/file/d/1YRTuXEOqTi5HOwCol7CyLbYyQdcc2pUz/view?usp=drivesdk>

❖ **EXPERIENCE**

● **7 Months Experience as Collection Specialist In FIBE.**

Roles & Responsibility:

- Monitor accounts to identify the outstanding debts
- Find and contact clients to ask about their overdue.
- Investigate historical data for each debt or bill.
- Process payments & refunds
- Resolving customer query about billing and charges
- Report on collection activities and status
- Comply with requirements when legal action is unavoidable
- Identifying fraud accounts and reducing the risk.

❖ **STRENGTHS**

- Positive Attitude
- Good Communication Skill
- Team Work Skill
- Effective Time Management

❖ **HOBBIES**

- Listening to Music
- Watching movies/TV
- Playing Basketball & Badminton

❖ **PERSONAL INFORMATION**

Date of Birth: 21st April 2002

Gender: Female

Marital Status: Unmarried

Nationality: Indian

❖ **DECLARATION**

I hereby declare that all the particulars given above are true to the best of my knowledge and belief.

Date:
Place: Pune

(Signature)