

## **Revati Kesarkar**

Pune, India 412114

[revatikesarkar137@Gmail.Com](mailto:revatikesarkar137@Gmail.Com)

### **Objective**

To pursue a challenging career in field of Human Resource to prepare for responsibilities through self development and personal growth so as to contribute meaningfully to progress of an organization.



### **Education**

#### **MBA(HR & Marketing)**

Distance Bharti Vidyapeeth Kolhapur.

Passing Year, 2024

#### **BBA**

Dr Ghali college Gadhinglaj

Passing Year, June 2022

#### **HSC**

Sadhana Jr college of Commerce

Passing Year, June 2019

#### **SSC**

V.D Shinde High School Gadhinglaj

Passing Year, June 2017



### **Skills**

- Recruitment
- Job Portal Handling
- Screening and interviewing
- Employee Queires handling
- Grievance handling
- Salary Calculation PF ESIC

## **Experience**

### **Bajaj Finance Ltd – Auto Finance : June -2023 – July 2024**

- Handling End - to - End Recruitment Process.
- Doing salary calculation as per standard.
- Salary negotiation with candidates.
- Implementing Overall Recruiting Strategy.
- Onboard New Employees to Become Fully Integrated.
- Act As a Point of Contact and Build Influential Candidate Relationships During The Selection Process.
- Ability To Conduct Interviews.
- Maintain Good Relationship with Candidates.

### **I process Service Pvt Ltd : July 2024 - Till Date**

- Maintaining Employee Database
- Recruiting, Screening, Sourcing, Short listing, Selecting, Interviewing Candidates
- Handling of Various Job Portals
- Conducting Recruitment, induction and Joining Formality for new employee
- Issuing Offer Letter, Experience Letter
- Bulk Hiring
- End to End Recruitment.
- Vendor Management
- Taking follow up with candidates and manager regarding requirement

**Courses :**

- HR Payroll and Processing.
- HRM Course by Great Learning.
- Compensation Management by Great Learning.

**Additional Information**

- Name: - Revati Pandurang Kesarkar
- DOB: - 13 July 2001
- Permanent Address: - Nadives Gadhinglaj, Kollhapur 416502
- Current Address: - Kumar Pratham, Aher Road, Laxmi Chowk Moshi, Pimpri Chinchwad, 412105
- Language: - Marathi, Hindi, English
- Mobile No: - 9637207413 / 913060521

