

# Rutuja Bhore

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## Professional Summary (Human Resource)

To obtain an HR position that utilizes my expertise in recruitment, talent management, and employee engagement to drive organizational success. Recent graduate with a degree in Human Resources, eager to start a career in HR with Strong communication and organizational skills. Ready to support recruitment, employee relations, and administrative tasks. Passionate about creating a positive work environment and helping teams succeed.

## Education

**Savitribai Phule Pune University**  
MBA (HR), CGPA [7.35]

Human Resource  
2022-24

**Dayanand Science College, Latur**  
BSc, CGPA [8.74]

Microbiology  
2017-21

## Internship (HR Intern)

**Universal Tribes.**  
**Recruitment of sales and marketing intern.**

Pune, State  
June2023 - August2023

### ❖ Tasks Undertaken and Learnings:

- Hired Sales & Marketing interns from different Job sites and social media platforms.
- Collaborate with hiring managers to understand their recruitment needs and provide support.
- Coordinate with hiring managers and candidates to schedule interviews.
- Source, screen resumes and application forms Handling end to end Recruitment and Selections cycle.
- Participate in virtual team meetings to stay informed and aligned with the recruitment team.

### ❖ Learnings: Communication, Assessment, job portal tools, employee engagement.

## Certifications/Courses

- TCS iON Career Edge - Young Professional Certificate of Achievement by TCS (2 Weeks)
- Communication Skill Certificate by TSC (24 Hours)
- Presentation Skill Certificate by TSC (24 Hours)
- Interview Skill Certificate by TSC (24 Hours)

### **Soft Skills**

- Adaptability and Flexibility
- Time Management and Problem-Solving
- Communication and Leadership
- Recruitment and Interviewing
- Eagerness to Learn
- Teamwork and Collaboration

### **Technical Skills**

- Ms Office, Ms Word and Ms PowerPoint.
- Basic knowledge of Canva or Photoshop for creating engaging content.
- Basic knowledge of Different Online job portals for employer branding.

### **Languages**

- English - (Proficient)
- Hindi - (Native)
- Marathi - (Native)