***Akshara Tiwari 2, Vivekanand Nagar,***

***DOB: - 25/09/1995 Jhabua (M.P.)***

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# Career Objective:

To work in the challenging and an exploring environment where I can enhance my Domain knowledge and utilize my ideas and skills for the better results and consistent growth of myself and the organization.

# Profile Summary:

A customer oriented, multitasking fresher with MBA degree in HR. Good in understanding the business requirement.



Good exposure in Resume Screening.

Proven Experience in scheduling interviews and documentation.

Proficient in coordinating with the people.

Proven Experience in screening candidates for QA /Node JS and IOS developer /Enterprise Architect and DevOps Engineer

 Proven Experience in Screen candidates for Non-IT background like Finance/Marketing.

# Personal Qualities:

Positive Approach.



Keen observer and Quick learner.

Strong leadership and motivational skills.

Ability to handle pressure.

Excellent in communication in written and verbal both.

Strong Problem solving skills.

# Specialization:

**Major**: Human Recourse (HR)



***Minor****: Marketing*

# Academic Qualifications:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Qualification*** | ***Board/University*** | ***Year of Passing*** | ***Percentage (%)*** |
| *Masters of Business Administration* | *Devi Ahilya Vishwavidyalaya, Indore* | *2019* | *72* |
| *Bachelor of Science*  *(Computer Science)* | *Vikram University, Ujjain* | *2016* | *60.9* |
| *XII* | *MP State Board* | *2013* | *78* |
| *X* | *MP State Board* | *2011* | *72* |

***Computer Skills:***

MSWord. MSExcel.

MS Power point.



# Work Experience:

1. **Organization:**- Yash Technologies Private Limited, Pune

* ***Job Description: - Resources Executive (Hybrid)***
* ***Duration: - 26 August 2022 to 31 March 2023***

1. **Organization:**- Aidence Technologies Private Limited, Pune(Maharashtra)

* ***Job Description: - IT Recruiter (Recruitment Operations) (WFH)***
* ***Duration: - April 2022 to 25 August 2022***

1. ***Organization:****- Shree Balaji Employees services, Indore (MP)*

* ***Job Description: - HR Executive***
* ***Duration: - August 2019 to March 2020***
* ***Organization:-*** *Red Roses Higher Secondary School, Shujalpur* *(MP)*
* ***Job Description:- Teacher (Education counselor).***
* ***Duration:- 3 Years***

# Academic Activities:

* *Executive for White collar competition in Collage.*
* *Member of core committee for “Nav- Udhyami” event.*
* *Head of volunteer committee for “Prabandhotsav” event.*
* *Handled Anchoring for many college and school events.*

# Co- Curricular Activities:

* *Participated in Dance performance in various college events.*
* *Organize various competitions like debate and singing auditions for college fest.*
* *Participated in various Co- Curricular activities from my school days onwards.*

# Hobbies and Interests:

* *Dancing*
* *Drawing*

# Declaration:

I hereby declare that above mentioned information is true to best of my knowledge and belief.

***Date:***

***Place****:* ***Name and Signature***