Mayuri Rastogi

To excel in the work environment where my skills, potential and knowledge could reach to the maximum, through ensuring team building and long-term relationship.

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☎ +91-6307093998

📍 Aliganj, Lucknow, India

in linkedin.com/in/mayuriras togi5081401b8

SKILLS

Resdex (Naukri)

Sourcing & Screening resume

MS Office

Outlook

Problem Solving

Employee Relations

Intern Shala

LANGUAGES

English
Full Professional Proficiency

Hindi
Native or Bilingual Proficiency

INTERESTS

Mandala Making

Photography

EXPERIENCE

Researcher
Aaviah People's Network Company

December 2022 – Present.   **Lucknow, Uttar Pradesh**

Responsibilities

- Source and recruit candidates through job portals like Naukri, LinkedIn, etc.
- Creating job description according to client's requirement.
- Screening of resumes, conducting telephonic interviews of candidates to validate candidates according to client's requirement.
- Hiring for Non-Tech roles.
- Client handling by coordinating with team, salary negotiation and providing training to new employees.
- Taking feedback and follow up till joining, handling end to end recruitment cycle.
- Conducted preliminary Interviews with identified candidates.
- Maintained and updating records related to Recruitment.

Accounts Executive
Schach Engineers Pvt. Ltd.

Sept 2021 – February 2022   **Mumbai**

Responsibilities

- Coordinated with different departments for timely delivery and pick up of products.
- Preparing quotations and invoices, maintaining monthly sales report and payment follow up.
- Ensuring all entries of leads in CRM and attending inquiry calls

EDUCATIONAL QUALIFICATIONS

Bachelor's of Commerce
Lucknow University
2017 - 2020,   Lucknow, Uttar Pradesh

Intermediate
Career Convent College (ICSE Board)
2016 - 2017   Lucknow, Uttar Pradesh

ACHIEVEMENTS

- Certified by Google for completing "Fundamentals of Digital Marketing."
- Won 3rd prize in Collage Making competition held in Sanskriti Fest in Lucknow University.

CERTIFICATIONS

- Advance Diploma in Computer Application (ADCA) .
- MS Excel workshop certification by Microsoft certified trainer 'Jatan Shah'.
- Office Administration course from ICICI Academy for skills.