ANKITA KSHIRSAGAR

HR EXECUTIVE

Post Graduate in Master's of Computer Application with total 3 years of experience, 2 Years of experience in Recruitment-Sourcing to On-boarding.
Previously associated with Amdocs India in Pune As a IT Recruiter.
Experienced in manpower management, recruitment involving screening, short-listing and interviewing. A dynamic go-getter & quick learner with ability to work and meet deadlines.

CONTACT

8830148499
anksbobade@gmail.com
Bibwewadi, Pune -411037

SKILL

- Sourcing
- Screning
- Interviewing
- Shortlisting
- Coordinating HM
- Handling end to end recruitment process.
- Hands on Experience on Portals
- Onboarding
- Non-IT Recruitment
- IT Recruitment
- Salary Negotiation
- Joining formalities

LANGUAGE

- English
- Hindi
- Marathi

EDUCATION

IMCC COLLEGE OF PUNE

2014-2017   Master of Computer Application

RAISONI COLLEGE OF NAGPUR

2011-2014   Bachelor of Computer Application

EXPERIENCE

AMDOCS INDIA

2021 - 2022

- End to End Recruitment
- Onboarding process.
- Handling Interview Drives.
- Offer creation on SAP tool.
- Joining Formalities.
- Hands-on experience on engage.
- Scheduling interview on teams & Hirepro.
- Interviewing Candidate & Salary negotiation.
- Coordinating interviews with hiring managers.
- IT and Non- IT Recruitment

PERSONAL INFORMATION

Name - ANKITA KSHIRSAGAR

M. Name - ANKITA BOBADE

Date of Birth - 05/05/1991

Nationality : Indian.

Marital Status : Married.

Place: Pune, Maharashtra, India.

LANGUAGE

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EXPERIENCE

SOCIOLOCA

2019 - 2021

- End to End Recruitment
- Joining formalities and Exit formalities.
- Handling Job Portals.
- Leave Management.
- Background check.
- Maintaining Document records of the company.
- Coordinating interviews with hiring managers Performance Tracker

MPHASIS LTD

2017 - 2018

- Cold Calling
- Customers satisfaction.
- Resolving issues with the payments.
- Respond to customer queries in a timely & accurate way.
- Managing Customer's requirement.
- Setup Payment Plan
- Identify customer needs and help customers use specific features
- Back office data handling in Excel.