

Curriculum Vitae

Priyanka Vasant Malusare

Email id: priyankamalusare0312@gmail.com

Mobile Number: 9619485076

Address : 503 5th Floor, Vaishali CHS, 13th/19th Road, Khar (West), Mumbai 400052

Objective:

Looking to join a company where I can employ my strengths (concentration, hard work, memory and abilities to work accurately under pressure) to the maximum. Aspiring for career that places me in a challenging position within a Fast-paced and learning-oriented environment for developing my technical and inter personal skills.

ACADEMIC QUALIFICATIONS:

- Complete B.Com from Mumbai University (March -2017)
- Completed H.S.C from Mumnai University (Febuaray-2014) - 1st Class.
- Complete S. S. C from Mumbai University (March - 2012) - 2nd Class.

Experience:

Current Organization: BMV Technologies (July 2023 to till date – 3 Months Of Contract)

Designation: HR HEAD

Job Profile:

- Screen resumes and job application forms.
- Help to structure the job description.
- Interview job candidates via calls and conduct on-site interviews.
- Be active with online job boards, social media networks and platforms to find qualified candidates for open positions
- Making offer letter & experience letter
- Direct client Co-Ordination

Last Organization: Sun Infosystems (December 2022 to June 2023)

Designation: HR EXECUTIVE - RECRUITMENT

Job Profile:

- Screen resumes and job application forms.
- Help to structure the job description.
- Assist Hiring Managers to conduct interviews.
- Interview job candidates via calls and conduct on-site interviews.
- Be active with online job boards, social media networks and platforms to find qualified candidates for open positions

Last Organization: Monalisa Manpower Management LLP (October - 2021 to Dec 2022)

Designation: HR Recruiter

Job Profile:

- Screen resumes and job application forms.
- Help to structure the job description.
- Assist Hiring Managers to conduct interviews.
- Interview job candidates via calls and conduct on-site interviews.
- Be active with online job boards, social media networks and platforms to find qualified candidates for open positions

Company Name : Kompas India Information Private Limited

Designation : HR Recruiter, Back Office Executive (Information Consultant)

Work Experience : 2 years & 4 months

COMPUTER SKILLS:

Internet, MS Power Point, MS Word with practical experience.

STRENGTHS :

- Good communication skills.
- Willing to accept challenges, Hardworking and learn New things.
- Honest and Sincere.

PERSONAL DETAILS:

Date of Birth: 03 December 1996

Marital Status: Unmarried

Languages Known: English, Hindi and Marathi.

Nationality: Indian

The entire above mentioned are to the best of my knowledge.

Date:_____

Place: Mumbai

(Priyanka .V.

Malusare)