

PRIYA SHALGAR

TECHNICAL HR RECRUITER

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To secure a challenging position that utilizes my experience, while allowing me the opportunity to grow professionally.

EXPERIENCE

TeamLease Digital, Pune- HR Trainee

AUGUST 2022 - PRESENT

- Working as a reliable and dedicated team member in the HR department, dedicated to fostering the company's mission.
- Involved in the end-to-end recruitment life cycle, sourcing, shortlisting, scheduling interviews, follow-up, and onboarding process.
- Sourcing candidates through various job portals like Naukri.com, employee referrals, and also job postings on LinkedIn.
- Preliminary screening/shortlisting by interacting with the candidates to understand their capability, strengths, skills, etc.
- To Validate the right talent for a given requirement.

a3N, Pune (Internship)- Technical HR Intern.

MARCH 2022 - JULY 2022

- Working from entry-level, mid-level, and senior-level positions.
- I am responsible for Designing and updating job descriptions.
- Sourcing potential candidates from various job portals.
- Craft recruiting emails to attract passive candidates.
- Screening incoming resumes and application forms.
- Scheduling Interviews, and providing a shortlist of qualified candidates to hiring managers.

PROJECTS

A Study of Roles of Women in Top Management & their Impact in the Company-

The Lack of presence of women in top operating positions of enterprises reflects the problems of gender equality. women represent huge profitable power and offer important consumer sapience and women demonstrate superior leadership values.

HR Training Methods and Techniques-

In this project, I researched training methods & techniques for improving the knowledge & skills of an employee for doing assigned jobs perfectly. The Methods of training are On Job Training Method & Off Job Training Method.

EDUCATION

MBA- Sharnbasava University,

2020- 2022,

9.54 CGPA.

BSc (PCM)- Sharanabasaveshwara College of Science,

2017- 2020,

70.64%.

PUC- Sarvajna PU College,

2015- 2017,

62.33%

SSLC- Aradhana English Medium School,

2015,

77.12%

SKILLS

MS Office, MS Excel, Financial Modeling. Effective Time Management, Fast Learner, Leadership Qualities, Initiative & Problem-solving Abilities, Self-Motivated, Active Listener.

CERTIFICATIONS

Human Resource Management- Great Learning.

Financial Modeling and Valuation- Internshala Trainings.

E-Certificate of Financial and Capital Market – Financial Swantantra.

HOBBIES

Reading Novels, Practicing Yoga, Listening to Music.