

**Career Objective:** Looking forward to utilizing knowledge in management and procedure enforcement to regulate workflow within an organization as HR/Admin position.

**Education:**

**Master's Degree in Business Administration – HR (MBA),** (CGPA – 2.82 ) *July, 2016 – June, 2018*  
S.K. Patel Institute of Management and Computer Studies, KSV University, Gandhinagar

**Bachelor's Degree in Computer Application (BCA),** (CPI – 7.36) *June, 2013 – May, 2016*  
B.P. College of Computer Studies, KSV University, Gandhinagar

**Work Experience:**

**Senior Recruitment Consultant, IMS People, Ahmedabad** *August, 2018 – September 2022*

- Sourcing candidates and short listing for end-to-end UK-recruitment as per the job requirements
- Coordinating with client and communicating with them on daily basis
- Maintaining documentation of compliance activities at regular intervals

**Internships**

**Recruitment Consultant, United HR Solution, Ahmedabad** *February, 2018 – July 2018*

- Prepared the recruiting strategies and implementing as per the protocol
- Developed and updated the job specifications and handled the document requirements of the candidates
- Prepared recruitment materials and posted on job portals
- Sourced and recruited candidates using databases, and social media.

**Skills and Expertise:**

- **Technical Skills:** MS Excel & MS Word
- **Organizational Skills:** Communication skills, Leadership, Organization, Teamwork, Decision-making Planning and Meeting Goals
- **Languages Known:** English, Hindi, and Gujarati

**Extra-Curricular Activities:**

- Won the singing event of 'Classical Vocal' held at Youth Festival in Gandhinagar.
- Participated in the grand IT fair 'CAG Manthan National Competition' and got shortlisted for finale held at Delhi in 2013
- Presented on the topic of 'Future Technology Innovations and Idea of its Implementation' at CAG Manthan in 2013

**Honors and Achievements:**

- Achieved an honor of 'Top Performer of Month' at IMS People November 2019 and November 2021
- Successfully prepared interview schedule with achieved target for the project at 'The Times of India for 70 Days' in 2018.

**Personal Details:**

- **Date of Birth:** 15/11/1995
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