**Aashruti Patel**

**Phone**: 7698-370260

**Email**: [patelashruti16@gmail.com](mailto:patelashruti16@gmail.com)

**Linkdin**: https://www.linkedin.com/in/aashruti-patel-563671122/

**Objective**:

Human resource professionals seek opportunity where experience in end-to-end recruitment and responsible for designing and implementing recruitment plans for the organization.

**Skills**

* Communication
* Problem solving  
  Leadership.
* Customer Service
* Proficient at MS Office
* MS-Excel and Outlook.
* Results Driven
* Time management
* talent recruitment.
* Negotiating
* Decision-Making
* talent recruitment
* Human Resources (HR)
* Teamwork and collaboration

**Professional Experience:**

**LanceSoft Inc October-2022- Present**

**Management Trainee**

**Job Responsibilities**

* Full Life Cycle Recruiting experience, understanding the opening, sourcing the right candidate, technical interview, negotiations, closing the deal and maintaining the relationship with client, consultants, and vendors.
* Counseling candidates about organization, basic profile, and interview procedure after screening.
* Getting the requirement from the onsite Account Manager.
* Responsible for checking references, negotiating terms and rates for each project, coordinating the interview process, extending offers, and closing candidates.
* Understand the client’s requirement and work on it to find qualified candidates.

**Laverne Capital Pvt Ltd September 2021 till September 2022**

**Management Trainee**

**Job Responsibilities**

* Working with all type of Australian life insurance.
* Filling the Insurance Application for Australian clients.
* Follow up with the Clients for insurance application.
* Follow up with the Insurance Platforms.
* Solving the Clients’ queries.
* Updating the client’s requirements.
* Email communication with clients and platforms.
* Manage the clients Documents.

**Career Abroad Pvt Ltd. January 2021 to September 2021**

**Back-office admin Executive**

**Job Responsibilities**

* Managing the admission and Visa process of Canada students.
* Email communication with students, agents, and colleges.
* Solving queries of the student through email communication.
* Helping students with their deferral, refund, and withdrawal process.
* Follow ups with colleges and agents regarding the student’s on-going application.
* Guiding the student with the open and closed programs as per the different university and colleges.

**Capri Overseas Pvt Ltd July 2019 to January 2021**

**Back-office Admin-Executive**

* Managing the admission and Visa process of UK and Canada application process.
* Email communication with students, agents, and colleges.
* Solving queries of the student and agents through email communication.
* Follow-up for the student’s application process with the universities & colleges
* Applying for deferral process to next intake in case of issues with the application.
* Helping students with their deferral, refund, and withdrawal process
* Guiding the student with the open and closed programs as per the different university and colleges

**Talent Any Where March 2018 to December 2018**

**Legal Assistance**

**Job Responsibilities**

* Managing Complete back-office administration work.
* End to End paperwork for UK sales and purchase property
* Generating memos and updating the files.
* Manages the clients’ legal documents.
* Filling in the clients’ legal documents.
* Sending the required documents to the clients.

**Education:**

* B. Com 2016

MSU University

* Postgraduate in HR 202
* NMIMS University Mumbai