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| MONALI GAIKWAD  HR GENERALIST | | |
| Dhankawadi, Pune | +9194214 85004 | gaikwadmonali100@gmail.com |
|  | PROFILE SUMMERY |  |
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| Having 4 years of Experience as a HR Administrative Assistant with excellent organizational, communication, and spreadsheet preparation skills. Proven track record of providing administrative support for HR and Operations departments. | | |
| EDUCATION — | EXPERIENCE |  |
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| B.C.A in University of Pune, 2013  Diploma (Computer) TMU, Nasik, 2010 | 2023- Till date  HR Recruiter, Aarohiinfo Finance Inclusion Management Ltd. Pune    March 2022-January 2023  HR Coordinator, Kalyani Powertrain Ltd. Pune  August 2019-February 2022  HR Recruiter, Aarohiinfo Finance Inclusion Management Ltd. Pune  April 2019-July 2019  Admission officer Motion Institute of Management studies     * Diploma in Soft Skill and Personality Development * Worked in Human Resource HR Department * Have provide sufficient leads for recruitment & placed candidates. * Knowledge of Social Media: Facebook, Instagram, Linked In * Have knowledge of designing creative on Canvas Tool * Worked on organic Lead Generation for Business Development * Client engagement and interaction with meet scheduling for BD * Worked in enrolling students for College Admission process * Deal with end user for enrollment and generating Business | | |
| KEY SKILLS — | **CAREER OBJECTIVE** |  |
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| Communication  Presentation  Client handling  [Problem solving](https://www.google.com/search?client=firefox-b-d&sca_esv=560955759&cs=0&sxsrf=AB5stBgKzAydORILv0KP7MVrsjAsJ_zgmg:1693304758849&q=problem+solving&stick=H4sIAAAAAAAAAOMwVGI0juIpzs7MySlWSCxWyCj6xcgbkl-g4BGkABH9xcQR7-oX4hkSGb-BhfEVCxcXh36uvoFhTkbaKxYeLi4Qx8i0qMSoGC6XV2xR_oqFm4sTxDE1Lo-vgvOM88rNy-EKTeJLyuBShnnJyQgzTOMLjOAc82TDMrhlpoVJlnlmcG0mKTmVea9YFCCSlmXmVcZJQkKuuQU5-ZWpqQpBqTmJJZn5ecUIeyrKcooQRueZFCDcWpCSYo5QmGGWhXCrUVZGMkJXknkRwvdFSSbxSNqMjFIy4JImFtl5hQjXGplamiCMMYo3L0HoKzY0s1zEyl9QlJ-Uk5qrUJyfU5aZl36LTZLh1ooelb-iG-y3r7y909bZ5FfTB7WTS1mWzgUAHZTjGr8BAAA&sa=X&ved=2ahUKEwi-p5bl04GBAxVWcGwGHdv9AEAQ7fAIegUIABD8Ag)  active listening  time management  teamwork | • Seek to utilize my passion and innovative thinking with an organization for its profit and in turn for my professional growth and experience  • 8 years of experience in solutions-focused and result-oriented work with experimenting new ideas. | |
|  | **STRENGTHS** |  |
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|  | * + - Ability to handle situations & Mentality to work hard with smart mindset.     - Positive and practical approach with self-confidence.     - Good communication & interpersonal skills     - Can handle multiple projects simultaneously     - Adaptability and providing end result | |
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|  | **HOBBIES** |  |
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| • Seeking new opportunities to learn and update myself.  • Travelling & trekking.  • Communicating & engaging people  • Listening Music & playing Game Apps | | |