**RESUME**

**JAISHREE SHANKAR BIDAVE**

47/32,Sunita Nagar,

Wadgaonshiri.

Pune:- 411014.

Maharashtra,India.

[**bidave.jaishree@gmail.com**](mailto:bidave.jaishree@gmail.com)

**Ph no: - 9767312347**

**OBJECTIVE: - To be part of the professionally recognized company where I could give the best of my skills.**

**PROJECTS**

* Industrial Visit.
* “Attrition And Exit Policy” (HR Specialization)

**EDUCATIONAL QUALIFICATIONS:**

|  |  |
| --- | --- |
| Board of Passing | Year |
| S.S.C | 2007 |
| H.S.C | 2009 |
| F.Y.B.B.A | 2011 |
| S.Y.B.B.A | 2012 |
| T.Y.B.B.A | 2013 |

**Experience:-**

**8 Months of Experience in Recruitments at Yellow Box HR Services- From Jan 2014 to 25th Sep 2014**

**Job responsibilities: Screening of profile, conducting telephonic interviews and lining the candidates as per requirement of the company.**

**20 months at Leapbridge Early Childhood Learning Center as HR Administrator- From 6 Oct 2014 to 29 Feb 2016**

**Job Responsibilities:**

1. **Looking after the housekeeping employees.**
2. **Handling of inventory and stationary.**
3. **Looking after the petty cash and get the things required.**
4. **Depositing of cash and cheque collected by the vendors.**
5. **Preparing for sports day event (things required to be packed)**

**26 months at KPMG-Verification Process From 29 Feb 2016 to till Date(Associate Consultant)**

**Job responsibilities:**

1. **BGV for ex-employee.**
2. **Conducting exit interviews of the ex-employees for our clients.**
3. **Handling team of 6 people**

**EXTRA CURRICULAR ACTIVITIES**

* Member of the ART OF LIVING foundation.
* Volunteered in College Event “INFINITY” in college
* Took part in Ad making competition.
* Volunteered for the international conference.

**HOBBIES**

* Dancing.

**PERSONAL DETAILS**

**Name:** JAISHREE SHANKAR BIDVE

**Address:** 47/32,Sunita nagar,

wadgaonsheri, pune 411014.

**Birth Date :** 14 AUGUST 1991

**Languages** Marathi,Hindi,English.

**known:**

**Marital :** Unmarried.

**status**