

Shital Dasharath
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OBJECTIVE :-

Seeking a challenging job to deliver best of my skills and make best use of my efforts in gaining experience.

PROFESSIONAL EXPERIENCE :-

Organization : Signet Realities

Designation : HR and Admin Executive

Duration : From December 2013 to till the date.

Location : Pune

ROLES & RESPONSIBILITIES:-

- Recruitment of manpower.
- Employee Induction Process.
- Preparing Appointment Letter, offer letter and other letters format.
- Employee personal file maintenance and database.
- Preparation of Employee Manual.
- Arranging Employee Training Program.
- Time office Management.
- General Administration management.
- Arranging company's events and managing them.

Organization : VP Enterprises

Designation : HR Executive

Duration : From July 2012 to March 2013

Location : Pune

ROLES & RESPONSIBILITIES:-

- Interpreting policies and procedures to ensure organization vision, mission and goals achieved.
- Recruitment of manpower.
- Employee Induction Process.

- Employee personal file maintenance and database.
- Time office Management.
- General Administration management

Organization : Dynamic Manpower Services

Designation : Recruitment Consultant

Duration : From July 2011 to June 2012

Location : Aurangabad

ROLES & RESPONSIBILITIES:-

- Receive job vacancy information from employers.
- Headhunting- identifying and approaching suitable candidates through different job portals.
- Using candidate databases to match the right person to the client's vacancy.
- Receiving and reviewing applications, managing interview and creating shortlist of candidates for the client.
- Requesting references and checking the suitability of applicants before submitting their details to the client.
- Briefing the candidate about the responsibilities, salary and benefits of the job.
- Forwarding CVs and correspondence to clients in respect of suitable applicants.
- Organizing interviews for candidates as requested by the client.
- Informing candidates about the results of their interviews.
- Negotiating pay and salary rates and finalizing arrangements between client and candidates.
- Reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment programs.

TECHNICAL SKILLS :-

Well conversant with **MS Word, MS Excel and power point.**

ACADEMIC CREDENTIALS :-

- Appeared for Diploma in Labor Law from Bharathi Vidyapeeth University
- Masters In Business Administration (M.B. A. **Human Resources & Finance**) from Solapur University in 2011
- Bachelor of Commerce from Solapur University in 2009

Extra-Curricular Activities

- Co-ordinated Electro Event 2012 and 2011 and member of Sales Promotion of in Electro 2010; represented Panasonic Company.
- member of organizing committee the seminar on “International Trade” in 2011
- Organized and participated in Cultural Festival- AAROHI at college level in 2011.
- Volunteered for Social awareness of “DIWALI LAMPS’ created by “JIVHALA SCHOOL OF HANDICAP STUDENTS”

Achievements:

- *Won first prize in AD MAD SHOW AT JALLOSH - AN INTER COLLEGE EVENT 2010*
- *Winner of Fashion show and Ad mad show at “AAROHI” College competition. 2011.*
- *Completed Summer Internship Project in MBA in Value Industries for 50 days on topic “Study of Working Capital management of Value Industries Ltd. ”*
- *Won Third prize as Best Actress at youth festival 2008- AN INTER COLLEGE EVENT*

PERSONAL PROFILE

Sex : Female

Marital Status : Unmarried

D.O.B : 30th November, 1988

Languages Known : Marathi, English and Hindi,

Address for Communication: 2nd Floor, Ushkal Building, Gadgil Path
Sadashiv Peth, Pune-411030.