

CURRICULUM VITAE

Leena Katarmal

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OBJECTIVE

To become part of an organization where I can work on responsible and creative assignment, which would help me to sharpen my skills, so that I can contribute my shares to the success of the organization as well as to enhance my knowledge.

AREAS OF INTEREST

Training and Development
Recruitment and Selection
Employee Engagement
Performance Appraisal

ACADEMIC QUALIFICATION

S.No	Qualification	Name of Institute	University/Board	Year	Percentage
1.	DLL & LW.	K.B.T College Nashik	Pune University	2019 - 20	Appear
2	M.B.A - HRD.	I.M.R.T Nashik	Pune University	2019	65.57%
3.	B.COM.	K.T.H.M. College Nashik	Pune University	2017	66.83%
4	H.S.C.	S.M.R.K. College Nashik	Pune University	2014	80.62%
5.	S.S.C	S.N.E.M.S Ghoti	Pune University	2012	76.73%

PROJECT SUMMARY

Project Name:

- Suicide and Increasing Youth crimes.
- Study of Ekvira Organization and implementation of Labour Laws in the organization.
- Hiring Trends in ITES.
- Implementation of 'Kaizen (Change for better)', in Master Components Ltd

INTERNSHIP AND TRAINING

Internship at WNS GLOBAL SERVICES (P) LTD, NASHIK. (June 2018 to Aug 2018)

Project Name: Hiring Trends in ITES.

- Recruitment of Potential Candidates.
- Sourcing and Scheduling the interviews of Candidates from various job portals as well as walk ins.
- Accessing the selection of candidates on the basis of various test conducted.
- Conducting Onboarding process and Documentation of joining candidates.
- Survey of employees regarding recruitment procedure of the company.
- Study of new techniques of recruitment and selection.

EXPERIENCE

Worked at Sarda Group Nashik (June 2019 to Oct 2019)

- Conducting and Scheduling interviews of candidates.
- Selection of candidates on various parameters.
- Preparation of project on New Induction Policy in the organisation, preparation of new FAQ's for the organization.
- Preparation of Pay slips and Term sheets of new joiners.
- Conducting Induction of the employees through presentation, FAQ'S, Training.
- Providing training to the employees relating to soft skills, behavior, etc.
- Initiating Employee Engagement Activities in the organization.
- Mailing and generation of password agreement bond of employees.
- Interacting with the employees to know their problems and queries.
- Collecting remark on performance of employees as part of performance appraisal.

COMPUTER SKILLS

Basic Knowledge of MS-OFFICE. MS-PowerPoint, MS-Excel

EXTRA CURRICULUM ACTIVITY AND AWARDS

- 1st prize in paper presentation in I.M.R.T college Nashik in 2018.
- 3rd prize in case study at KBT college.
- 2nd rank in MBA-HRD 1st year.
- 2nd rank in carrom competition at I.M.R.T college Nashik.
- 1st prize in paper presentation in I.M.R.T college Nashik in 2019.

PERSONAL DETAILS

- Name: Leena Katarmal
- Fathers name: Dilip Katarmal
- Mothers name: Hema Katarmal
- Date of Birth: 09 April 1997
- Languages Known: English, Hindi, and Marathi
- Hobbies: Listening Music, Cooking, Writing poems, Reading novels, Socializing.
- Marital status: Single
- Blood Group: AB^{+ve}
- Permanent Address: 422.B Old Agra Road Ghoti, Tal-Igatpuri, Nashik (M.H)

DECLARATION

Leena Katarmal hereby declared that all detail furnished above are true to the best of my knowledge and may be a verified at any time from the concerned person.

Place:

Yours Sincerely,

Date:

Leena Katarmal.