

## **RUTUJA UDAY KAPADNE**

### **Personal Details:**

**Address:** 9/10 Blue hill,  
Gulmohar Vihar  
Pipeline road, satpur,  
Nasik.

**Contact:** 7030645194

**Email Id:** krutujadoll@gmail.com

**Date of Birth:** 3<sup>rd</sup> September 1995

**Hobbies:** Reading novels, listening music, like to play badminton.

**Languages Known:** English, Hindi and Marathi.  
(Can Read, Write and Talk all 3 languages)

**Nationality:** Indian.

**Gender:** Female.

**Religion:** Hindu.

**Career Objective:** Want to pursue a challenging and responsible career where my knowledge and skills can be best tested and used for the development of the organization and in an environment, which can enable the growth of my career and my knowledge with worship and dedication.

### **Academic Profile:**

<b>Qualification</b>	<b>Institute</b>	<b>Percentage</b>	<b>year</b>
SSC	Kilbil St. Joseph's High School	75%	2010-2011
HSC	SMRK College	56%	2012-2013
Graduate BBM(IB)	BYK College	67% (First class)	2013-2016

## **Experience –**

- 1. Worked as a HR Executive at Positive Metering Pumps Pvt. Ltd. (June 2019 to December 2019)**

### **Roles and Responsibilities**

- End to end recruitment, as per the requirement searching candidates, Conducting Interviews, inductions and exit formalities for the employees
- Vendor Registration for all clients
- Involved in recruiting, hiring, and training new employees.
- Posting job openings, gathering information on new applicants, contacting references, and informing employees of their hiring status.
- Responsible for handling everything from scheduling the office holiday.
- Handling travel arrangements for company executives.
- Maintaining attendance record of the employees.
- Plan employee engagement activities.
- Processing incoming mail
- Arranging Exhibitions materials as per the requirement for various domestic as well as International Exhibitions.
- Serving as a point of contact with benefit vendors/administrators.
- Setting appointments and arranging meetings.
- Maintaining current HR files and databases.
- Job portals handled- Monster, Indeed, LinkedIn.

- 2. Worked as a Technical Recruiter (UK Shift) in TESTQ Technologies (July 2018-Jan 2019)**

### **Roles and Responsibilities**

- To understand client technical requirements in details and develop an appropriate sourcing and search criteria
- Overall exposure to business development, client engagement, candidate sourcing and fulfillment, candidate and client management
- Excellent clear oral and written communication skills and capable of dealing with stakeholders at all levels.
- Excellent Computer and internet skills to use all latest Office and recruitment tools and applications
- To source candidates in record time meeting /exceeding client deadlines

- Excellent professional manner – Phone, Email and social media etiquettes.
- Job portals handled- CW Jobs, Job site, Indeed, LinkedIn etc.

### 3. Worked as a **junior Hr. Recruiter** at **G-next Jobs** (August 2017- October 2017)- 3 Months

#### **Roles and Responsibilities**

- Screening suitable candidates through various Job Portals like Times job, Indeed etc.
- Seeking candidates through Ad- posting and bulk mailing like quicker, LinkedIn etc.
- Ability to conduct different types of interviews. (Telephonic, Personal)
- Hands on experience with various selection processes.
- Ability to organize skills assessment centers (Aptitude tests)
- Familiarity with HR databases.
- Excellent communication and interpersonal skills.
- Strong decision-making skills.

### 4. Worked as a **junior Recruiter** at **Suyash Resource Intelligence** (Jan 2017-April 2017)- 4 Months

#### **Roles and Responsibilities**

- Screening suitable candidates through various Job Portals like Monster, Shine and Naukri etc.
- Design and implement overall recruiting strategy.
- Develop and update job descriptions and job specifications  
Perform job and task analysis to document job requirements and objectives.
- Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc
- Source and recruit candidates by using databases, social media etc
- Screen candidate's resumes and job applications
- Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
- Assess applicants' relevant knowledge, skills, soft skills, experience and aptitudes
- Provide analytical and well documented recruiting reports to the rest of the team
- Act as a point of contact and build influential candidate relationships during the selection process

5. **Internship** for 3 months at Anand warehousing in 2016.  
(Studied warehousing management)

**Projects-** Industrial Exposure.

**Topic-**Scope of warehousing in logistics with reference to Anand Warehousing Company, studied the Warehousing systems and Suggested for Installation of integrated RFID- based technology that will Improve the entire handling process. By implementing this in WMS various tangible costs were reduced and this led to increase in the profit of the company.

**Field of interest-** Human Resource, Management

**Personal Skills:**

- Hard worker.
- Quick learner.
- Adjusting Nature.
- Goal oriented