

# Sukanya Ashok Jorvekar

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Contact No: +91- 9765987619

## Career Objective:

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To Be a Successful professional in a Globally Respected Company and to achieve the objectives of the company with Honesty and Fairness and to Continuously Upgrade My Knowledge and Skills

## Executive Summary:

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- Good working knowledge on various IT technologies and skill sets
- Good working knowledge and hands on experience on MS Excel, MS Word.
- Ability to meet and exceed company goals and achieve impossible
- Ability to lead, motivate, and mentor a team
- Excellent verbal and oral communication skills
- Excellent computer skills and willingness to work overtime
- Skilled in prioritizing, managing, and multi-tasking

## Technical Summary:

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- **Database** : MYSQL, CASSANDRA, Oracle 10g/11g DBA
- **Systems** : HRMS, OFFICE 365

## Educational Qualification:

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- MBA-HR 59.83%, CGPA : 7 , GRADE : B+ (2019) Matoshri College Of Management and Research Centre, Nashik.
- Bachelors Of Engineering in Information Technology (BEIT), 62.06%, (2017), Pune Vidyarthi Griha's College of Engineering (PVGCOE), Nashik.
- Diploma in Information Technology, 62.45%, (2013), K.K.W. Women's Polytechnic, Nashik.
- SSC, 65.38%, (2008), Om Gurudev Secondary and Higher Secondary Gurukul Kopargaon.

## Professional Experience:

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**Trainee-Recruitment**  
**M/s. Shrirang Kisanlal Sarda, Camel House, Nashik**

**1 Month**

- Maintains the work structure by updating job requirements and job descriptions for all positions.

- Maintains organization staff by establishing a recruiting, testing, and interviewing program; counseling managers on candidate selection; conducting and analyzing exit interviews; recommending changes.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Maintains employee benefits programs and informs employees of benefits by studying and assessing benefit needs and trends; recommending benefit programs to management; directing the processing of benefit claims; obtaining and evaluating benefit contract bids; awarding benefit contracts; designing and conducting educational programs on benefit programs.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; conducting investigations; maintaining records; representing the organization at hearings.
- Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures.

**HR Intern**  
**CleverFoot Careerline, Pune**

**May 2018 – March 2019**

### **Responsibilities:**

- Analysis of various IT and Non-IT job requirements
- Update our internal databases with new employee information, including contact details and Employment forms
- Sourcing and screening resumes on Various Job Boards like Naukari, AasaanJobs and Social networking recruiting such as LinkedIn.
- Coordinating and scheduling technical tests and interviews and responsibility till joining of candidate.
- Post, Update and Remove job ads from job boards, careers pages and social networks
- Technically screening the consultants, initial phone discussion of requirements with them to check their comfort ability, checking references and submitting the appropriate resource to the Account Manager/Team Lead.
- Scheduling the interviews for the shortlisted candidates and Follow-up with technical panel for interview feedback and updating the status of interview in the database.
- Provide weekly/monthly status reports to keep management updated on overall activities and account progress.
- Participate in organizing company events and careers days.

### **Extra Curricular Activities:**

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- Participated in Project Competition
- Participated in National Level Paper Competition.
- Worked as Volunteer in College Fest.
- Entrepreneurships Awareness Camp (3 Day).
- YES+ Advance (Art Of Living).

### **Strengths:**

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- Dedication, Self Confidence.
  - Learning attitude, Has the ability to adjust easily to the situations.
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## Personal Details:

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- **Name** : Sukanya Ashok Jorvekar.
- **Marital Status** : Married.
- **Spouse** : Mr. Ajay Gorhekar
- **DOB** : 25/09/1991
- **Nationality** : Indian..
- **Languages Known** : Marathi, Hindi English.
- **Interests** : Self-Belief ,Patience,  
Ability to adapt in adverse group,
- **Permanent Address** : At /Post : Kasbe Sukene,Tal:Niphad ,  
Dist :Nashik(422302).
- **Cell No** : 9765987619,8411833303.

## Declaration:

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I hereby declare that all information mentioned above is true to the best of my knowledge.

Date:

Place:

Sukanya Jorvekar