

## Sukanya Ashok Jorvekar



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LinkedIn URL : <https://www.linkedin.com/in/sukanya-jorvekar-97780ba6/>

Contact No : +91- 9765987619

Address : Nashik, Maharashtra.

### 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

### Education:

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- Master in Business Administration – Human resource MBA – HR, MCMRC, Nashik, 2019(59.83%)( CGPA : 7)
- Bachelor Of Engineering in Information Technology (BEIT), Pune Vidyarthi Griha's College of Engineering, Nashik, 2017 – (First Class- 62.06%).
- Diploma in Information technology, KKW Womens's Polytechnic, Nashik, 2013.-(First Class- 62.45%).
- S.S.C, Om Gurudev Gurukul, Kopergaon, 2008. – (First Class-65.38%)

### IT Certifications:

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- Completed Certified JAVA COURSE WITH Nashik Engineering Cluster(TATA TRUST) in June 2017 ,Nashik.
- Completed MS-CIT certification in July 2002, Nashik.

### Academic Projects:

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- MBA Project : “Safety Management at Venoline Technology Pvt Ltd”, Aundh, Pune.
- BE Final Year Project : “Hotel Management System Using Android”

-This Project is designed a mobile application using embedded system to handle peripheral devices(e.g. Speaker, LED, fan) through tablet 0within limited premises.

## Professional Experience:

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- **Industrial Training :HR-Trainee** **3 Months**  
Hindustan Coca-Cola Beverages Pvt. Ltd.,Wada-Kudus,Palghar
- **Industrial Training :Trainee-Recruitment** **2 Months**  
M/s. Shrirang Kisanlal Sarda,Camel House,Nashik
- **HR Intern** **May 2018 – March 2019**  
CleverFoot Careerline, Pune

### 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.

## Personal Details:

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- **Name** : Sukanya Ashok Jorvekar.
- **Marital Status** : Married.
- **Spouse** : Mr. Ajay Gorhekar.
- **DOB** : 25/09/1991.
- **Preferred Location** : Nashik.
- **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:

Sukany Jorvekar