**Manasi Jagtap**

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**Profile Summary:**

Having 3 Years of experience in HR, Admin and Recruitment. Have exposure in the areas of Internal Recruitment, Induction, Talent Acquisition, Joining and Exit Formalities, Employee Engagement and Administrative Activities.

**Work Experience**

Company Name : **Dolphin International**

Designation : HR And Admin Executive

Period : 1 Sep 2018 To to Present

Responsibilities:-

* Handling Internal Recruitment, PF, ESIC, Gratuity, etc
* Advertising vacancies, screening, Short listing the resumes based on desired skills and experience.
* Conducting telephone and Personal interviews in coordination with directors.
* Preparing offer letter, employment contract, completing joining Formalities and documentation.
* Organising inductions and training for new employees.
* Track daily attendance of the employees in Biometrics, maintaining leave records.
* Making salary calculations report every month.
* Keeping records of Confirmation, Appraisals, and Increments of employees.
* Managing employee engagement programs, Festivals, Events in organizations.
* Maintain the stationary records and employees personal documentation file records
* Identification of training needs and
* coordinating with the external trainers regarding the training schedule.

Company Name : **Infinity Global Management Services India Pvt Ltd.**

Designation : HR Executive

Period : 1st Feb 2018 to 31st Aug 2018

Responsibilities:-

* Conducting Face to Face Interviews of walking candidates.
* Searching candidates through Shine and Naukri portal.
* Screening, Shortlisting, Interview Scheduling, taking telephonic round.
* Providing Induction to candidates and do joining formalities.
* Co-ordination with internal departments and candidates.
* Daily maintain documentation records of candidates.

Company Name : **DC Consultants.**

Designation : HR Recruiter

Period : 3 Aug 2016 to 31 Jan 2018.

Responsibilities:-

* Recruiting for Non-It profiles and achieve daily, weekly targets.
* Doing headhunting, bulk hiring for middle management positions.
* Searching candidates through different portals (Naukri/Monster/Shine).
* Screening, Shortlisting, Scheduling Interviews.
* Taking telephonic interview of the candidates.
* Co-ordination with clients and candidates.
* Drafting mails & scheduling the interviews.
* Handled Middle to High Level Profiles.
* Updating the data in Excel and managing it for present and future requirements.
* Handling selection and joining follow-ups.
* Earning Good Incentives with short period of time and done Maximum Closures.

**Education:**

* **MBA (HR)** from Mumbai University in 2019
* **BBA** from Kolhapur University in 2015.
* **HSC** from Chate College, Sangli in 2012.
* **SSC** from Patwardhan High School, Sangli in 2010.

**Extracurricular Activities:**

* Tally ERP-9
* MS-CIT
* Advance Excel

**Personal Details:**

* **Address:** Nasik.
* **Marital Status:** Married
* **Date of Birth:** 10/ 12 /1994.
* **Hobbies:** Playing Guitar, Listening Music.
* **Languages Known:** English, Hindi, and Marathi.
* **Strengths:** Positive outlook, Open and adaptable to change.

**Declaration**: I hereby declare that all the details furnished above are true to the best of my knowledge & belief.