

## Curriculum Vitae

### **SANDEEP VISHWAKARMA**

Mahakali Nagar Marol Military Road Behind Lok Darshan Building Bamandaya Pada Pandey Chawl Room No .3  
Andheri -East Mumbai - 400059  
Contact No. 9619619058  
Email ID: sandeep9v0@gmail.com

### **OBJECTIVE**

To excel in objectives and challenges, work with passion, honesty and integrity.

### **SUMMARY**

Have good communication skills and looking forward for a fruitful career.

### **EDUCATIONAL QUALIFICATION**

TY.B.Com in Oct 2020 from Mumbai University (1<sup>st</sup> Class) HSC in  
2009 from Sri Bagarka College  
SSC in 2007 from St Rocks High School

### **COMPUTER SKILLS**

Computer Basics: MS Office, Internet, etc.

### **KEY STRENGTHS**

Good communication skills.  
Good command over English language.  
Open to work in any shift.

### **Work Experience**

**Fusion Access HR Solutions Pvt Ltd Recruiter**  
**24<sup>th</sup> May 2010 to 11<sup>th</sup> February 2012**

#### **Work Profile :-**

- Sourcing CVs from Job portals like Naukri.com
- Screening CVs, calling eligible candidates
- Lining up Candidates for interviews
- Conducting interviews
- Communicating with clients for queries
- End to End Recruitment

**Colvill Research Pvt Ltd.**

**Internet Researcher / Research Analyst**

**13<sup>th</sup> Feb 2013 to 03<sup>rd</sup> Mar 2020.**

**Colvill Research Pvt Ltd** is a specialist provider of recruitment process outsourcing, RPO, business process outsourcing, BPO services across the globe. We help clients to better utilise their time, money and resources and boost their bottom-line with best value, pragmatic and innovative cost reduction solutions

Our experience and track record has built serving recruitment companies in the following industry practices:

Financial Services  
Healthcare  
Oil & Gas Consumer  
Market Life Science

We thrive on the variety of our clients' businesses and share a real passion to consistently set new standards in the quality of our service and commercial value we offer.

**Work Profile :-**

- CV Sourcing
- Passive Searching
- Database Search (Bloomberg, Stealth)
- Internet Research
- Company Research
- Contact Search
- Bulk / Mass Mailing
- E-mail Verification
- Lead Generation
- Data Entry

**WhiteCrow Research (<https://whitecrow.co/>) (RecruitmentFirm)**

**MIS Executive**

**04th Mar 2020 – 20th May 2024**

**Work Profile :-**

- Sound Knowledge of Pivot Tables
- Making Report in Excel
- Prepare Powerpoint presentation as per requirement
- Prepare Team Departmental structure in PPT
- Helping out newcomers with PPT queries
- Making entries in Aegis (Software)
- Used to do data entry kind of work

**Albans Project Pvt Ltd**

**Admin cum HR Executive**

**01st June 2024 – 11th June 2025**

**Work Profile :-**

- Maintain and update various Excel spreadsheet for employee data, attendance, and daily operational records
- Handle incoming and outgoing calls, ensuring timely communication with internal teams and external stakeholders
- Manage vendor coordination, including negotiations, service tracking, and timely payments
- Organize domestic and international travel arrangements for employees, including flight and transport bookings
- Oversee hotel reservations for staff, guest, and senior management during official travels and events
- Provide administrative support for day-to-day office operations and HR-related tasks

- Maintain files, records, and databases (both physical and digital)
- Act as a point of contact between management, staff, and external parties.
- Organize internal events, training sessions, and meetings
- Coordinate with IT team for system/software issues

#### **Personal Details**

Name : Sandeep Rakesh Vishwakarma  
Father Name : Rakesh Vishwakarma  
Date of Birth : 19th July 1990  
Languages : English, Hindi, Marathi  
Hobbies : Playing Cricket

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

**(Sandeep Vishwakarma)**