

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
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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 (1st 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
24th May 2010 to 11th 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
13th Feb 2013 to 03rd 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)