

Jagrutiben Marathe

pune - Email me on Indeed: indeed.com/r/Jagrutiben-Marathe/63699f47ff62792f

CAREER OBJECTIVE:

To succeed in an environment of growth and excellence and earn a job which provides me Job Satisfaction and self development and help me achieve personal as well as organization goals.

WORK EXPERIENCE

HR Manager

I.T Universe pvt.Ltd. - Pune - December 2015 to Present

Worked as HR Recruiter at Zenith India Pvt. Ltd.

❖ Currently working as HR- Executive at I.T Universe Pvt. Ltd.

❖ Role and Responsibility

- Recruitment & selection.
- Coordinate, advertising recruitment and interview scheduling.
- Arrange interview for Management levels.
- Prepare letters of selected candidates and preparing JD.
- Conduct exit interview.
- Attend to employees grievances and complaints; provide guidance if necessary.
- Provide feedback to the Management to enhance a better and cordial working environment.
- Organize company's events such as company's dinner, corporate trip, employee engagement etc.
- Prepare all data/files as required by Management
- Maintaining and updating master files with senior HR manager.

(IT Recruitment):

Microsoft.net, PHP, Java, Software-Testing, E-commerce, Different position for e-Learning etc.

EDUCATION

University / Board

MBA in FINANCE

Pune University

MBA

Pune University

B.B.A in April

Pune University

H. S. C

Maharashtra Board

SKILLS

EXCEL (3 years), POWERPOINT (3 years), WORD (5 years), Human Resources (1 year), Human Resources (1 year)

ADDITIONAL INFORMATION

TECHNICAL SKILLS:

- MS.Word, MS.Excel, MS.PowerPoint.
- Surfing, Browsing Internet.