

# YOUR NAME

Contact :Ph No

Email Id: Your email id

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## EDUCATION

Sr.No	Qualification	Name of college/School	University/Board	Year of Passing	Percentage
1	MBA	Indira school of Business Studies	Savitribai Phule Pune University	2019	xx.xx%
2	BCA	BYK college of Commerce	Savitribai Phule Pune University	2017	xx.x%
3	Diploma (Computer Technology)	K.K.Wagh Polytechnic	Maharashtra State Board of Technical Education	2014	x.xx%
4	SSC	St. Francis High School	Maharashtra state board	2009	xx.xx%

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## PROFESSIONAL EXPEIENCE

### Talent Corner HR Services (Project)

Designation: HR Recruiter

Duration: 3<sup>rd</sup> June 2019 to 31<sup>st</sup> July 2019

#### Roles & Responsibilities:

- Recruitments Utilizing Various Sourcing Method Like web portals (i.e. Naukri, Monster, Shine)
- Screening and Short listing candidates profile as per the requirements of clients
- Coordinating with candidates for interview, taking the follow-up & feedback after interview
- Maintaining database of prospective candidates & Maintaining Daily Report.

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## PROJECTS

### PG: SUMMER INTERNSHIP

Company : Ashoka Concessions Ltd

Project Title : A study of Talent Acquisition in Ashoka Concessions Ltd

Duration : Two months (June 2018- July 2018)

#### OBJECTIVES:

- To develop practical knowledge of Talent acquisition process.
- To understand the internal & the on-site recruitment process of the organization.
- To give suitable recommendation to fill the gap & streamline the process.

#### LEARNINGS:

- Got to learn how to handle & match the deadlines.
- Learned to manage the Recruitment database of the organization.
- Handled the documentation process of the new joiners.
- Learnt the on boarding process of the candidates.

### UG: BCA

**Title:** WARRIOR (Women Safety Application)

An android application which could locate a list of safe places on the location & map the location on google maps & find the path from current location with the help of mobile database called SQLite.

## SKILLS

- Screening
- Interview Scheduling
- Recruitment
- On-boarding

## PERSONALITY TRAITS

- Good Communication skill
- Observational skills
- Good Grasping Ability
- Perceptive in assessing the qualities and traits of people.

## TECHNICAL SKILLS

MS Office (Word, PowerPoint, Excel)

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## EXTRA-CURRICULAR ACTIVITIES

- Successfully completed 2 day certification course in **Digital Marketing**.
- Attended 1 day workshop on **HR Analytics** conducted by **Mr. Amol Charegaonker**.
- Attended 2 days workshop on **Compensation & Benefit** conducted by **Mr. Abhijit Jagtap**.
- Active participation in **CSR** activities like visiting orphanages and NGO organized by college.
- Attended 2 days workshop on “Ordinary to extra-ordinary” conducted by **Mr. Minocher Patel**.
- Attended workshop on “Overcome your fear” conducted by **Mr. Nadeem Kazi**.
- Attended 2 day certification course in Advance Excel by Mr. Sagar.
- Attended **National Conference on Digitalization and Innovation** by SPPU.
- Won 1<sup>st</sup> prize in 'I too have a talent' competition conducted by college.
- Achieved 2<sup>nd</sup> position in “**Business Bazigaar Program**” (entrepreneurial competition) at ISBS conducted by college to learn selling & negotiation skills.
- Won 1<sup>st</sup> prize in poster making competition at college level.

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## PROFESSIONAL TRAINING & CERTIFICATION

### CDP:

Have attended 250 hours certification course on Career and Leadership Development Program and Advanced Marketing Program by Mr. Rohit Singh (Stratecent Consulting). Learning different skills like:

- Negotiation skills
- Problem solving techniques

### Ozone:

Mentoring on knowledge, skills, and attitude building by Mr. Shantanu Sen Sharma (Co-Founder and Chief Mentor, Ozone Education Consultants). Having guidance on:

- Aptitude building
- Psychometric testing
- Business news analysis

### Xed Intellect:

Participated in daily quiz contests and placement grading test organized by the XED INTELLECT.

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## STRENGTHS

- Positive Thinker
- Creative
- Self-Motivated

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**Hobbies** : Travelling, Sketching and Baking.

**Languages** : Lang1, Lang2 ....

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## PERSONAL DETAILS

**Pen-portrait: Positive thinker & a confident girl who believes in hard work & dedication.**

Address : FULL ADDRESS WITH PIN CODE

Date of Birth: DD MM YYYY

Marital Status: Status

DATE: - / - /

PLACE: - PUNE.

YOUR NAME