

ANKITA MUNOT



Contact

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Samarth carina society, Thergaon.

Skills

Proactive HR assistant. 80%
Recruitment Highly organised
Client management Conducting
soft skill session Performing HR
related activities

Achievements & Awards

Best performer and gold medal winner
in internship program at Indicom Pvt
Ltd. Won poster presentation at our
zonal level competition conducted by
Pune University. Active in extra
curricular activities.

Languages

English Marathi Hindi Marwadi

OBJECTIVE

Flexible and focused team player with expertise customer relationship management, HR proficiencies, strategic planning and time management. Proactive HR with experience handling daily admin and HR duties.

EXPERIENCE

Spark IT Training Institute

Dec 2022

HR & Placement Executive

Reviewing, scheduling and recruitment.

Developed partnerships with employers to source new placement opportunities for students.

Organized recruitment activities including job posting, sourcing, interviewing and selection.

Regular performing HR activities.

Seed Infotech Ltd

Sep 2016

Placement Executive

- Sep

Formed and sustained strategic relationships with clients

2019

Consulted with clients to determine job specification and candidates requirement.

Conducting soft skill session, placement session for students.

Arrange job drives.

Jaro Education

Dec 2014

Career Development Manager

- Jul

To communicate with corporate and formulate tie-ups to promote educational services.

2015

Directly interacting with clients and provide them customized solutions for career development.

End end sales.

EDUCATION

Pune University

2015

MBA -Marketing

First class

Pune University

2013

BBA

First class