

# ANKITA ASHISH MUNOT

## HR And Placement Executive

☎: 7517753345

Date of Birth : 11/24/1990

✉: ankitasakatariya1@gmail.com

Gender : Female

📍 : Samarth Craina society, Thergaon,Pune-411033, Pune, Maharashtra.

Marital Status : Married

Nationality : India

Proactive HR Assistant with experience handling daily admin and HR duties and assisting with recruitment, record keeping, payroll and clerical support. Highly organised with great interpersonal skills.

### Work Experience

February 2024 - HR  
Till Date

Spark IT Training Institute

Pune, Maharashtra

- Coordinated and scheduled meetings, interviews.
- Reviewed HR documentation and handbooks regularly and completed timely updates.
- Coordinated transport department holidays, sickness leave and other HR-related activities with HR department.
- Working as placement officer -taping new companies for studntes.
- Hosted workshops to build student knowledge and performance during recruitment and placement processes.
- Developed partnerships with employers to source new placement opportunities for students.

September 2016 Placement Executive

-  
September 2019 Seed Infotech Ltd

Pune, Maharashtra

- Formed and sustained strategic relationships with clients.
- Consulted with clients to determine job specifications and candidate requirements.
- Conducting soft skiils session, placemnet session.

December 2014 - Career Develeopment Manger  
July 2015

Jaro Education

Mumbai, Maharashtra

- Directly interacting with clients and providing them customized solutions for Career Development.

- To communicate with corporate and formulate tie-ups to promote Educational services
- Developed and implemented strategic growth plans, enhancing business performance, process and profitability.

December 2014 - Career Develeopment Manger  
July 2015

Jaro Education

Mumbai, Maharashtra

- Directly interacting with clients and providing them customized solutions for Career Development.
- To communicate with corporate and formulate tie-ups to promote Educational services
- Developed and implemented strategic growth plans, enhancing business performance, process and profitability.

December 2014 - Career Develeopment Manger  
July 2015

Jaro Education

Mumbai, Maharashtra

- Directly interacting with clients and providing them customized solutions for Career Development.
- To communicate with corporate and formulate tie-ups to promote Educational services
- Developed and implemented strategic growth plans, enhancing business performance, process and profitability.

December 2014 - Career Develeopment Manger  
July 2015

Jaro Education

Mumbai, Maharashtra

- Directly interacting with clients and providing them customized solutions for Career Development.
- To communicate with corporate and formulate tie-ups to promote Educational services
- Developed and implemented strategic growth plans, enhancing business performance, process and profitability.

December 2014 - Career Develeopment Manger  
July 2015

Jaro Education

Mumbai, Maharashtra

- Directly interacting with clients and providing them customized solutions for Career Development.
- To communicate with corporate and formulate tie-ups to promote Educational services
- Developed and implemented strategic growth plans, enhancing business performance, process and profitability.

December 2014 - Career Development Manger  
July 2015

Jaro Education

Mumbai, Maharashtra

- Directly interacting with clients and providing them customized solutions for Career Development.
- To communicate with corporate and formulate tie-ups to promote Educational services
- Developed and implemented strategic growth plans, enhancing business performance, process and profitability.

December 2014 - Career Development Manger  
July 2015

Jaro Education

Mumbai, Maharashtra

- Directly interacting with clients and providing them customized solutions for Career Development.
- To communicate with corporate and formulate tie-ups to promote Educational services
- Developed and implemented strategic growth plans, enhancing business performance, process and profitability.

December 2014 - Career Development Manger  
July 2015

Jaro Education

Mumbai, Maharashtra

- Directly interacting with clients and providing them customized solutions for Career Development.
- To communicate with corporate and formulate tie-ups to promote Educational services
- Developed and implemented strategic growth plans, enhancing business performance, process and profitability.

December 2014 - Career Development Manger  
July 2015

Jaro Education

Mumbai, Maharashtra

- Directly interacting with clients and providing them customized solutions for Career Development.
- To communicate with corporate and formulate tie-ups to promote Educational services
- Developed and implemented strategic growth plans, enhancing business performance, process and profitability.

December 2014 - Career Development Manger  
July 2015

Jaro Education

Mumbai, Maharashtra

- Directly interacting with clients and providing them customized solutions for Career

Development.

- To communicate with corporate and formulate tie-ups to promote Educational services
- Developed and implemented strategic growth plans, enhancing business performance, process and profitability.

December 2014 - Career Develeopment Manger  
July 2015

Jaro Education

Mumbai, Maharashtra

- Directly interacting with clients and providing them customized solutions for Career Development.
- To communicate with corporate and formulate tie-ups to promote Educational services
- Developed and implemented strategic growth plans, enhancing business performance, process and profitability.

December 2014 - Career Develeopment Manger  
July 2015

Jaro Education

Mumbai, Maharashtra

- Directly interacting with clients and providing them customized solutions for Career Development.
- To communicate with corporate and formulate tie-ups to promote Educational services
- Developed and implemented strategic growth plans, enhancing business performance, process and profitability.

December 2014 - Career Develeopment Manger  
July 2015

Jaro Education

Mumbai, Maharashtra

- Directly interacting with clients and providing them customized solutions for Career Development.
- To communicate with corporate and formulate tie-ups to promote Educational services
- Developed and implemented strategic growth plans, enhancing business performance, process and profitability.

December 2014 - Career Develeopment Manger  
July 2015

Jaro Education

Mumbai, Maharashtra

- Directly interacting with clients and providing them customized solutions for Career Development.
- To communicate with corporate and formulate tie-ups to promote Educational services
- Developed and implemented strategic growth plans, enhancing business

performance, process and profitability.

December 2014 - Career Develeopment Manger  
July 2015

Jaro Education

Mumbai, Maharashtra

- Directly interacting with clients and providing them customized solutions for Career Development.
- To communicate with corporate and formulate tie-ups to promote Educational services
- Developed and implemented strategic growth plans, enhancing business performance, process and profitability.

December 2014 - Career Develeopment Manger  
July 2015

Jaro Education

Mumbai, Maharashtra

- Directly interacting with clients and providing them customized solutions for Career Development.
- To communicate with corporate and formulate tie-ups to promote Educational services
- Developed and implemented strategic growth plans, enhancing business performance, process and profitability.

December 2014 - Career Develeopment Manger  
July 2015

Jaro Education

Mumbai, Maharashtra

- Directly interacting with clients and providing them customized solutions for Career Development.
- To communicate with corporate and formulate tie-ups to promote Educational services
- Developed and implemented strategic growth plans, enhancing business performance, process and profitability.

December 2014 - Career Develeopment Manger  
July 2015

Jaro Education

Mumbai, Maharashtra

- Directly interacting with clients and providing them customized solutions for Career Development.
- To communicate with corporate and formulate tie-ups to promote Educational services
- Developed and implemented strategic growth plans, enhancing business performance, process and profitability.

December 2014 - Career Develeopment Manger  
July 2015

Jaro Education

Mumbai, Maharashtra

- Directly interacting with clients and providing them customized solutions for Career Development.
  - To communicate with corporate and formulate tie-ups to promote Educational services
  - Developed and implemented strategic growth plans, enhancing business performance, process and profitability.
- 

## Education

July 2013 -  
July 2015

**Marketing - Matrix School Of Mangement Studies**

MBA

Pune, Maharashtra.

July 2010 -  
July 2013

**Marketing - T.C.College**

BBA

Baramati,  
Maharashtra.

---

## Skills

Candidate

★★★★☆

Shortlisting

Candidate

Interviewing

LinkedIn

Recruiting

CV

Assessments

Linkedin

★★★★☆

Recurtiment

Cv

★★★★☆

Assesments

---

## Referees

Available on Request