

Bhawna Mudgal

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CAREER OBJECTIVE

Aspiring to work with an organization that offers responsible position where I can utilize my skills and capabilities to carve a niche for myself and effectively deliver towards contributing to the organization's aspirations and also enhance my personal growth through continual upgrading of knowledge.

IT EXPOSURE

Operating System	:	Windows XP, VISTA, 7,8
Office	:	Ms Office 2016, XP,2016
Software	:	Ms Office Excel 2016 (Naukari Portal)
Others	:	Non IT Recruitment, Sourcing, Recruitment, Mass mailing, Job Posting, Short listing, Hiring

QUALIFICATION

LATEST ONE:

GOVERNMENT POLYTECHNIC FOR WOMEN'S, SIRSA.

Diploma in Architectural Assistantship with 60%.

MAHAVEER SR. SEC. SCHOOL,FATEHPUR BILLOCH,FARIDABAD,(Hry).

HBSEBoard Examinations, 10th .with 59% Second Division.

WORK EXPERIENCE:

Company Name: Nestkeys Infratech Pvt. Ltd.

Designation: Sr.HR Executive

Duration : June 2018 to till date.

Location : Gurgaon.

Software : Ms Office, Excel, Naukari Portals, Monster.

Industries : Real Estate.

Key Skills:

- Framing & Implementation of HR policies
- **Recruitment:** Manpower requirement analysis, preparation of job description, Scheduling and coordinating for interview process, taking HR interviews & salary negotiations, releasing employment offer and background verification/reference checks.
- **Pre Joining & Post Joining formalities:** induction, issuing offer/appointment letter, briefing about the company policies, introduction, welcome mail, employee ID cards; Exit formalities issuing experience/ relieving letter, processing full & final settlement and no dues clearances
- **Performance Management:** Designing & implementation of performance review process across the organization.
- **Employee Engagement Activities** like birthdays and festivals celebration, in-house fun activities.
- Maintaining and managing employee's personnel records and regularly updating the same in HR records

Company Name: Avsar HR Services Pvt. Ltd.

Designation: HR Recruiter

Duration : August 2017 to June 2018

Location : Gurgaon.

Software : Ms Office, Excel, Naukari Portal

Industries : Banking, FMCG, BPO, Automobile ,Real Estate, Retails, telecom, Tyre.

Key skills:**Role & Responsibility:-**

- As a consultant recruiter with hiring managers to effectively identify recruiting needs.
- Strong ability to assess qualification/personality & corporate culture fit, connect with and gain the respect/trust of the candidates of handle multiple searches.
- Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement and working with the hiring managers for further processing's.
- Sourcing, Screening and reviewing the profiles to ensure that they meet client's requirement.
- Sourcing profiles from Naukari and internal database.
- Initial telephonic discussion or screening the relevant profiles on the basis of their skills, core competencies, preferences and their compensation.
- Validating them in their Experience & interest on.
- Following up and Keeping candidates in the loop

- Co-coordinating for various recruitment events, drives and campus hiring activities.
- Reverting to the employees for their referrals regarding the status.
- Client coordination

Company Name: Experion Developers Pvt. Ltd.

Designation : Consultant (Internship)

Duration : 2 January 2017 to 30th July 2017

Location : Gurgaon.

Software :Ms Office, Excel, AutoCAD (2D)

CERTIFICATIONS

Training in architect office

Designation : Shiv Singla Architects & Associates.

Duration. : One and half month in 2015

Software. : Ms Office, Excel, AutoCAD (2D)

STRENGTH

Interpersonal:

- ✓ Good communication and interpersonal skills
- ✓ Strong written and spoken communication
- ✓ Soft-spoken
- ✓ Imaginative
- ✓ Ideas ability
- ✓ Problem solving and decision making
- ✓ Ability to work in challenging environment and learning from adverse situations
- ✓ Meticulous and a Quick-learner
- ✓

Language Known :English& Hindi.

PERSONAL INFORMATION:

Father's Name : Mr. Dayanand Mudgal

Date of Birth : 11th Sep 1997

Marital Status: Single

Gender : Female

Category : General

Address : MCF 50, Rao Colony, Ballabgarh, Faridabad.

I hereby declare that above mentioned information is correct and best to my knowledge.

PLACE: FARIDABAD

BHAWNA MUDGAL.