

Diwyanee Awate

MBA in HR and Marketing

Pune, Maharashtra

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Hey ! I'm who you're looking for !! I've 3.5 yrs of experience in Teaching and deep love and interest for HR and Marketing field. I've ability to negotiate with excellent communication skills with extensive interest in recruitment. I've enthusiasm to learn new things and always like to try to do my best in it and get appreciated as well performer.

My Career Objective : To work within a well known organisation for self growth and organisational growth. Also to enhance all my skills and knowledge for the betterment of organisation. And to learn new things and explore my knowledge to the extreme !

Willing to relocate to: Pune, Maharashtra - -

Personal Details

Date of Birth: 1998-10-01

Eligible to work in: India

Highest Career Level: 1-2 years experience

Industry: Human Resources

Work Experience

Talent Scout

Boyd & Moore Executive Search - Pune, Maharashtra

May 2021 to Present

- To attract clients and hire on Executive level position
- Manage hiring process
- Keep track of client's needs and add manage hiring according to same.

Talent Acquisition Representative

Amdocs - Pune, Maharashtra

January 2021 to April 2021

I worked with Amdocs as Talent Acquisition Representative where I learnt about scheduling interviews, Sourcing candidates, Keeping the track of interviewed candidates. Overall to say it was an good experience, learning and understanding the role of recruiter in an organisation.

HR Trainee and Recruiter

Azieen Consultancy Pvt Ltd - Pune, Maharashtra

May 2020 to July 2020

I worked with Azieen Consultancy Pvt Ltd, as an HR Recruiter and Trainee. Where I developed my HR recruiting skills and interview skills. Wherein I learnt a lot about Sourcing candidates and hiring them.

It was an great experience to work with Azieen. Also, in the meantime I made a project and data analysis on "Impact of Covid-19 on Talent Acquisition and Development"

English Lecturer

Awale Bhaisare Coaching Classes - Pune, Maharashtra
September 2016 to December 2019

I was associated with Awale Bhaisare coaching classes as English teacher faculty for 3.5 years. I had a great experience to handle students as well as understand parents and their psychology. I was associated with 9th, 10th (SSC,CBSE) and 11th, 12th students along with Graduation students for English teaching and spoken English faculty. Overall it was a great and amazing experience !

Education

MBA in HR and Marketing (Management)

SAVITRIBAI PHULE PUNE UNIVERSITY - Pune, Maharashtra
August 2019 to May 2021

Bachelor's in Business Adminstration and Computer Application in Commerce (Coding)

Savitribai Phule Pune University - College - Pune, Maharashtra
July 2016 to June 2019

Higher Secondary(12th Pass) in Science

Vidya Bhavan High School and Jr. College, St. Anthony's Church - Pune, Maharashtra
June 2006 to April 2016

Skills / IT Skills

- Public Speaking (Communication Skills)
- Marketing
- Talent Acquisition
- HR Management
- Teaching
- Counselling
- MS office
- Recruitment and Interview skills
- English
- Communication skills
- Tutoring

Languages

- English - Expert
- Hindi - Fluent
- Marathi - Expert

- Japanese - Intermediate

Awards / Achievements

Best Anchor

March 2020

Best Manager

April 2018

College Placement Head (MBA)

December 2020

College Fest Organizer (MBA)

February 2020

Most Enthusiastic Student

September 2021

Certifications and Licenses

Business Etiquette

Present

Interview Skills

Present

Communication Skills

Present

E-mail Etiquettes

Present

Introduction to soft skills

Present

Digital Marketing

Present

Performance Management and Competency mapping

Present

Product and Brand Management

Present

Philosophical approach to ethics

Present

Public Relations

Present

Leadership and Management

Present

Social media marketing

Present

Cyber security

Present

Teaching assistant

Present