

**Ms. Zagade Sayali Satish**

**Cont.** 9112159484.

**Email Id:** sayalizagade96@gmail.com

**Address:** A/p Shetphalgadhe, Tal - Indapur, Dist.- Pune, 413130

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### **CARRER O BJECTIVE:**

With the help of my skills, I want to be perfect in my work. Get a secure job where I can improve my knowledge, skills

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### **EDUCATIONAL QUALIFICATION**

<b>Examination</b>	<b>Board</b>	<b>Year of passing</b>	<b>Percentage</b>
MBA (HR)	Savitribai Phule University, Pune	2020	A+
BA	Savitribai Phule University, Pune	2018	75%
HSC	Maharashtra Board	2015	85.23%
SSC	Maharashtra Board	2013	79.45%

### **WORK EXPERIENCE**

**1. Company Name: Beerana Consultancy Services**

**Duration:** July-2021 to Till Date

**Designation:** Recruitment Consultant

**Responsibilities:**

- Working as a recruitment consultant.
- Using Naukri portal searching CV's as per the requirements.
- Calling to the candidate.
- Explaining Job profile to the candidates.
- If they are interested then edit their CV in consultancy format.
- Arranging the interview and taking follow up from clients.
- Doing documentation of the selected candidate.
- Taking follow up from candidate for 3 Months.
- Maintaining weekly, monthly excel sheet of performance.
- Having a good Knowledge about Naukri and Shine portals.

### **INTERNSHIP PROJECTS**

**1. Title of the project:** "A study on Recruitment and Selection process with special reference to Baramati Agro Pvt Ltd. Baramati."

During the internship work on various recruitment activities like sorting resume, calling to the candidates, joining formalities, maintaining personal files, onboarding process etc.

Time period: 2 months.

Designation: Trainee

Department: HR

## **2. Ferrero India Pvt. Ltd**

During this period of internship, I worked on projects like Digitization of employee records, Primary calling to the candidates, with reference to the Ferrero India Pvt.Ltd, Baramati.

### **ACHIEVEMENTS AND AWARDS**

- Pass a Green Belt course in Six Sigma Certification

### **COMPUTER SKILLS**

- MS-CIT
- MS-office, MS-Excel, PowerPoint, Course on Computer Concept Educational
- English typing 30

### **PERSONAL INFORMATION**

- **Father Name:** Satish Zagade
- **Birth date:** 12-July-1997
- **Language Known:** Hindi, English and Marathi
- **Marital Status:** Single
- **Hobbies:** Listening Music

### **DECLARATION**

I hereby declare that above presented data is true and best of my knowledge.

**Date:**

**Sayali Zagade**