

RESUME

Monali Ratnakar Gaikwad
Contact No: 96574 43909 / 94214 85004
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Career Objective:-

- Seek To utilize my passion and innovative thinking with an organization for its profit and in turn for my professional growth and experience.
 - **8 years** of experience in solutions-focused and result-oriented work with experimenting new ideas.
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Work Experience

1. Organization: Aarohiinfo Finance Inclusion Management Ltd. Pune
August 2019-Till date
Designation & Department: HR Recruiter
Work : Generating Organic leads, Cold Calling, Lead Engagement process, Human Recruitment process (HR), Lead nurturing on call, Designing creative on Canva Tool, Social media post creation, Generating business retrieving data of clients, Working on multiple projects simultaneously.
 2. Organization: Motion Institute of Management studies (MIMS)
April 2019-July 2019
Designation & Department: Admission officer
 3. Organization : HDFC Life Pune
September 2018 -January 2019
Designation & Department: Direct Sales Manager (DSM)
 4. Organization: LIC, Nasik.
June2015 - May2018
Designation & Department: Customer Care Executive
 5. Organization: Prashant Computers Trimbakeshwar
June 2013 -May2015
Designation Department: Office Assistant.
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Work & Skills:-

- Diploma in Soft Skill and Personality Development
- Worked in Human Resource HR Department

- Have provide sufficient leads for recruitment & placed candidates.
- Knowledge of Social Media: Facebook, Instagram, Linked In.
- Have knowledge of designing creative on Canva Tool
- Worked on organic Lead Generation for Business Development
- Client engagement and interaction with meet scheduling for BD
- Worked in enrolling students for College Admission process
- Deal with end user for enrollment and generating Business

Academics:

| Name of Examination | University/ Board | Subjects Taken | Year of Passing | Percentage |
|---|-----------------------------|-----------------------|------------------------|-------------------|
| B.C.A (Bachelors of Computer Applications) | University of Pune | Java,VB.net, C,C++ | 2013 | 62.00 |
| Diploma (Computer) | TMU, Nasik | Java,VB.net, C,C++ | 2010 | 70.00 |
| SSC | Maharashtra board, Nasik | | 2006 | 72.00 |

Strengths:

- Ability to handle situations & Mentality to work hard with smart mindset.
 - Positive and practical approach with self-confidence.
 - Good communication & interpersonal skills
 - Can handle multiple projects simultaneously
 - Adaptability and providing end result
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Hobbies:-

- Seeking new opportunities to learn and update myself.
- Travelling & trekking.
- Communicating & engaging people
- Listening Music & playing Game Apps

Personal Information

Gender : Female

Date of Birth : 09/08/1990

Marital status : Single

Nationality : Indian

Language Known : English, Hindi, Marathi,
(Read/Write/Speak)

Correspondence Address: Next to Aksharbaugh School, Vidyadeep Soc.Dhankawadi, Pune-411043.

Permanent Address: Yogeshwari Sankul, Trimbakeshwar, Nashik.

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