

## CURRICULAM VITAE

**SHRUTI SHEKHAR**

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### **CAREER OBJECTIVE:**

Looking forward to work responsibly for a big organization to sharpen the skills and gain experience for a bright future, and to contribute significantly and consistently to the organization.

### **CAREER SUMMARY:**

- Human Resource Professional with hands on experience in sourcing, screening, interview scheduling, job posting.
- Excellent interpersonal, communication, management skills and quick learner with ability to work in tight schedule and meet deadlines.

### **WORK EXPERIENCE:**

#### **APTO SOLUTIONS EXECUTIVE SEARCH AND CONSULTANTS (1<sup>st</sup> February 2022 to till Present) HR RECRUITER**

##### **Roles & Responsibilities:**

- Sourcing Profiles from various job portals and social networking sites like Naukri.com, MonsterIndia.com, LinkedIn etc. for both technical and Non-technical roles.
- Source and validate the candidates as per JD through understanding the JD & Skills mentioned in JD.
- Mass mailing to the candidates matching the requirements.
- Call the suitable candidates regarding the job openings & explain them the requirements clearly & briefly.
- Make an initial telephonic discussion with the candidates about the opening, experience, Knowledge as per the requirements.
- Maintain the candidate's details and status in a Database.
- Schedule the interview of the shortlisted candidates.
- Getting feedback from the team leader and proceeding accordingly.
- Coordinating and following up with the candidates until they join the organization.
- Getting all the documents like (marks-sheet, relieving letter, address proof, ID proof, etc.)

### **INTERNSHIP:**

- **AA CONSULTANTS: (1 August 2021- 30<sup>th</sup> November 2021)**  
Position: HR Recruiter

**CERTIFIATES:**

- Certificate of Digital Marketing
- Certificate of Digital Analytics
- Certificate of Singing
- Certificate of Tally ERP9
- Certificate of MS-Excel

**EXTRA-CURRICULUM ACTIVITIES:**

- Best student Award in class 10<sup>th</sup>

**SOFTWARE'S:**

- Microsoft Office, MS-Excel, Power Point
- Tally ERP9
- Good working Knowledge of internet (Google Chrome, Internet Explorer)

**EDUCATIONAL CREDENTIALS:**

NAME OF UNIVERSITY	INSTITUTION	DEPARTMENT	ACADEMIC YEAR	PERCENTAGE
DAVV	Indore Institute of Science & Technology (IIST)	MBA	2019-2021	76.35
University of Pune	Sihagad College of Arts & Commerce, Narhe Campus	Dept. of Commerce	2014-2017	57.31
Maharashtra Board	SNDT	12 <sup>th</sup>	2014	52.62
CBSE	Sacred Heart	10 <sup>th</sup>	2012	72.2

**ACADEMIC PROJECTS:****Recruitment and selection of employment for an organization**

- Gained a strong understanding about screening and hiring employees among the shortlisted candidates.
- Calculating CTC and gross salary for the concerned positions.

**PERSONAL DETAILS:**

- Father's Name: Mr. Indu Shekhar Sinha
- Mother's Name: Mrs. Nini Sinha
- Date of Birth: 10/08/1997
- Languages Known: English and Hindi
- Marital Status: Single
- Location: Indore, Madhya Pradesh

**DECLARATION:**

I hereby declare that the above information is correct up to my Knowledge and I bear the responsibility of correctness of the same.