

Shraddha Kailas Gaikwad

A/P- Janori Tal. Dindori Dist. Nashik - 422206
9158653685 | shraddhagaikwad216@gmail.com

Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

Experience

- Relaxo Domeswear LLP** Feb - 2023 - May - 2023
Jr. HR Executive
 - 1) Prepare Job Description of various positions. Sourcing the profiles through job portals like linkedin, Naukri, job hai, Internshala & other references.
 - 2) Screening the resumes as per job requirements and according to the interest level of the candidate.
 - 3) Conducting walk-in interviews. Scheduling interviews between candidate and client. Proper follow-up with the clients related for shortlisted candidates.
 - 4) Arranging & taking regular follow up with shortlisted candidates for the interview.
 - 5) Maintaining proper records of interview schedule in the interview sheet.
 - 6) Handle Entire Recruitment Cycle.
 - 7) Handling Job Posting.
 - 8) prepare JD, Organization chart, for the clients organization, maintain all records and sheets.
- VIP INDUSTRY** March-2022 - June-2022
Quality Control Trainee
 - 1) Understanding customer and stakeholder requirements to develop effectual quality control processes.
 - 2) Devising specifications for products/ processes.
 - 3) Ensure that the manufacturing processes comply with production standards
Collaborating with quality personnel for the implementation of systems, procedures, and standards of operation.
 - 4) Conducting quality audits to ensure that the quality policies are being adhered to
Training quality assurance personnel for building a strong work unit.
 - 5) Establishing procedures for sampling, recording and reporting data.

Education

- Mahatma Phule Vidyalaya Janori** 2014
S.S.C.
87.40%
- Arts, Commerce & Science college, Ozar(Mig)** 2016
H.S.C.
53.23%
- Arts, Commerce & Science college, Ozar(Mig)** 2019
B.Sc. (Physics)

83.40%

- **K.T.H.M. College , Nashik**
M.Sc.(Physics)
69%

2021

- **K.T.H.M. College , Nashik (Y.C.M.O.U)**
M.B.A.
Appeared

Skills

- M.S. Excel
- M.S. Word
- Power Point

Projects

- **Solar Food Dryer**
It is use to preserve vegetables and some fruits for long duration containing same nutrients.
- **Measurement of magnetic susceptibility by using analytical scale.**
It is a Measurement of how much a material will become magnetized in applied magnetic field.

Interests

- Drawing
- Music
- Dancing

Languages

- Marathi
- Hindi
- English

Additional Information

Date of Birth : 18th April 1998

Status : Unmarried

Gender : Female