**Shivani Patil**

Date of Birth: 19th December 1992

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Address: Vishrantwadi, Pune

**Course: BE(2011-2015)**  **Specialization:** **Electronics**

**Academics:**

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| --- | --- | --- | --- |
| **Course** | **Institute & University** | **Year** | **Percentage** |
| BE(**Electronics**) | D. Y. patil college of Engineering and technology kolhapur  Shivaji University | 2015 | 69.88 |
| Diploma  **(E&TC**) | New Polytechnic ,  M.S.B.T.E. Mumbai | 2011 | 82.00 |
| S.S.C | Maharashtra state board | 2008 | 84.76 |

**Technical Certification:**

* **Software testing course**: Q- spider Pune (April 2018)

Specialization: **Manual testing**

* **C-DAC Course:** Sunbeam institute of information technology Pune.(January 2017)

Specialization**: Mobile computing**

**Business Exposure:**

**Talent Acquisition Executive - Work Symphony Private Limited, Pune(March 2021 – Present)**

* In charge of end-to-end recruitment process for clients in the BFSI sector
* Source candidates from portals such as Naukri.com
* Screen resumes, job postings on portals and reach out to candidates for mass recruitment drives
* Schedule interview with clients on client location
* Follow up with candidates and solicit feedback from the client
* Coordinate the offer signing and background check process
* Resolve queries and questions from the candidate and ensure excellent candidate experience.

**Technical skills:**

* Recruitment
* Sourcing and screening
* Client handling