***Sweta Yadav***



***HR Recruiter***

[**ysweta9@gmail.com**](mailto:ysweta9@gmail.com)

**+91 - (812) 803-6559**

# Career Objective

Seeking employment as HR Assistant/Coordinator in a dynamic, goal- driven company in need of agile, versatile, goal-driven employee, who is willing to put time, effort, and hard-won experience into the job.

# Work Experiences

*Jun 2019 - Aug 2019*

**HR Intern at Smart Q**

*Apr 2021 - Present*

**HR Recruiter at Mphasis**

End to End Recruitment Coordinator

Scheduler Sourcing Blocking invites

***Skills*** MS Office MS Outlook Recruiter

# Educations

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **College/school** | **University/Board** | **Degree/Standard** | **Passing Date** | **Percentage/Pointer** |
| Ajeenkya D Y Patil University |  | MBA | 2020 | 8 |
| SSR College | Pune University | M.Com | 2018 | 7 |

***Awards & Achievements***

MBA HR - Gold Medalist

# Personal Information

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| --- | --- |
| **Date Of Birth** | 01-07-1995 |
| **Nationality** | India |
| **Father's Name** | Premsagar Yadav |
| **Marital Status** | Single |
| **Gender** | Female |
| **Languages Known** | Hindi,English |

|  |  |
| --- | --- |
| **Hobbies** | I Like to play virtual games,Gymnastics,Sketching,Listening music |
| **Address** | Balaji Vihar, Silvassa, Dadra and Nagar Haveli, India |

I hereby declare that all above information is in correct with fact or truth up to my knowledge and I bear the responsibilities for the correctness of the above mentioned particulars.

Date : Sweta Yadav