

PAYAL SOLANKI

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📱 payal-solanki-27782b205

CAREER SUMMARY:

Solution-oriented and enthusiastic student who wants to get exposure of relevant industries with, advancing my work site with my passion and skills. Get Immense learning experience from firm

WORK EXPERIENCE:

Campus 2 corporate - HUMAN RESOURCE executive | 5 MONTHS | June -October 2022

- Sourcing candidate, screenings interview Collaboration with colleges and firms for recruiting.
- Filed daily reports, gathered information about potential candidates scheduling interviews.

SPACIM (OPC) Private limited - HUMAN RESOURCE executive | 2 MONTH | October - December 2022 |

Sourcing candidates with the understanding of technology development and screening them according to eligibility criteria of profile.

MBA HUB - HR and FINANCE intern | 4 MONTHS | October - January 2022

A hybrid internship where got trained in financial markets and insightful hiring, due to effectiveness got promoted as a TL. As a Team leader hire candidates as per companies needs and conduct sessions related to financial markets and case study on particular topic

Ananta Resource Management - RECRUITER MANAGER | 2 MONTH | February- Present

Sourcing Candidates and parsing them in a company's ATS (Applicant Tracking System) portal, Screening them based on job eligibility and calling them for detail verification, I joined as **HR INTERN** was promoted to IS(Internal Submitter), then **Team Leader**, and finally **Recruitment Manager**.

RELEVANT COURSES:

- **Financial Markets**
Finacial markets, Internal quality assurance cell and department Of accountancy and financial management with association with Bombay stock market, September 2020.
- **Portfolio management**
Understanding the portfolio diversification and managing financial risks, IELTS, May 2021
- **Microsoft Excel Analysis**
Delivering Conditional Formatting with complete Data Table Analysis, Learntube, August 2022

EDUCATION:

- **Secondary School Certificate | 2017**
Secured 85.80%in SSC AT Shir pandit Rantnachandraji Jain kanya shala from MAHARASHTRA BOARD.
- **Higher Secondary School Certificate | 2019**
HSC AT S.K.Somaiya vinay mandir with 80.80% from MAHARASHTRA BOARD.
- **Bechelors of Accounting and finance | 2023**
PERSUING DEGREE at Bunts Sanghas S.M.Shetty Science, Commerce and Management Studies from MAHARASHTRA BOARD. (Semester 4 - 9 CGPA)

LANGUAGE

- English
- Hindi
- Gujarati
- Marathi

SKILLS:

- Microsoft office
- Tally basics
- Problem solving skills
- Time management
- Interpersonal skill
- Organizing skill
- Leadership skill

HOBBIES

- Travelling
- Listening Music
- Watching Movies
- Reading spirtural Books
- Learning Stock Market