

# Shrustika Bavishi

## HUMAN RESOURCES

### CONTACT

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9023132791



402-A Syam vatika Laskana, Surat



### EDUCATION

SSC and HSC

Maharashtra Board

Bachelor commerce

University of Maharashtra

2014-2017

**SKILLS:** Basics of computer, Ms office, Excel, Internet Surfing, Tally ERP 0.9, Social Media Post

### STRENGTH:

- Good Communication Ability
- Quick Understanding of situation
- Always Ready to Accept Challenging
- Willing to take extra responsibility to get work done

### CAREER SUMMARY

I have Experience in Teaching, Marketing Executive and HR with Business Development Executive.

### EXPERIANCE ACTIVITY IN HR:

- Scheduled interviews for candidates across 30 roles
- Managed and administered 100% of pre-employment assessments to prospective candidates
- Assisted with new employee on boarding, and ensured all pre-employment forms were completed within 72 hours
- Collected feedback after final round interviews, and put together comprehensive compensation packages for prospective hires
- Provided guidance on employee relations and matters of

corrective action

- Managed company organizational structure, responsibilities, and staffing levels

### OBJECTIVE:

To Grow with Company and enhance my Knowledge to my work. I m Forwarding my resume for your information and consideration. My rich and varied work experience at different levels has given me ample opportunity and confidence to face any task or responsibility.

### EXPERIANCE:

**Institute Name:** Om International School

**Job Profile:** Asst. Teacher

**Duration:** June 2017- March 2019

**Company Name:** Matrix Logistic

**Job Profile:** Marketing Executive

**Duration:** April 2019 – June 2021

**Company Name:** Elite core Web solution

**Job Profile :** BDE (Freelancer, Upwork)

**Duration:** May 2019 – Feb 2019 (Part time)

**Company Name:** Brand Ikonic

**Job Profile:** HR/ Client Manager

**Duration:** July 2021 – Jan 2022

Your Faithfully:  
Shrustika k. Bavishi