



## DEVINA MEHTA

A /77 Earth Accropolis villa near bright day school vasna bhaily road baroda.  
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### Objective

To obtain a position that will enable me to use my strong organizational skills, award-winning educational background, and ability to work well with people.

### Experience

- Magnit** 10/07/2021 - 04/08/2023  
Employee screening specialist
  - My primary responsibility is to conduct an extensive background investigation of all phases.
  - Independently handling 10 process used for BGV.
  - Complete computerized record check to include criminal history, drivers records,terrorist records etc
  - Examine academics performance and transcript of applicants.
  - Examine the fcra form,Employment history W2forms etc of an applicant.
  - Collecting the appropriate license of an applicant from the websites such as APAC,AHIMA,Cerrified Nurse, from the Websites and verify the professional licence.
  - Possess the ability to research,evaluate and analyze documents and also possess the ability to type detailed report clearly both written and with computer skills.
  - Have excellent two way communication skill with the ability to listen to able to verbally express myself using proper enunciation of words.
  - Having excellent knowledge to follow up with the clients and AMs for gathering correct information on applicants FCRA forms of an applicant.
- Bright day school** March 2018 - March 2019  
Teacher
  - Active engagement strategies implemented like cooperative learning groups.
  - Applied common core standards and differentiated lessons groups.
  - Analyzed formative and summative assessments to drive instructions.
- Paul University** October 2014 - December 2014  
Office Supritendent
  - Handling of all office work such as keeping records of fees ,following up with parents.
  - All kind of administrative works.
- Gujarat Public School** April 2014 - November 2014  
Teacher/ Back office adminitration
  - Mother teacher for 2nd standard looking after overall activities of class and teaching all subjects.
  - Looking the front desk and all activities such as handing parents, collection of fees, taking phone call, managing records, datahandling, new admission process, looking after day to day activities of school.
  - Collaborated and established a positive relationship with colleagues and parents.
- Tree House high school** October 2013 - April 2014  
Special Education Teacher
  - Reinforced positive behavior by encouraging efforts and praising accomplishments.
  - Developed problem-solving and critical-thinking by presenting challenges that boost self-esteem and performance.
  - Technology and hand-on activities were integrated to foster student engagement and learning.

### Education

- Baroda High School ONGC** 2008  
SSC  
68%

- **Baroda High School ONGC** 2010  
HSC  
54%
- **MSU Baroda** 2013  
B Com with HRM  
51%
- **MSU baroda** 2014  
SP in Hrm  
51%
- **Jankalyan Computer Saksharta** 2010  
Tally  
71%
- **Wesleyan University** 2020  
Social psychology  
Honours

## Skills

- • Strong verbal communication. • Attention to detail. • Can plan Management. • Administration. • Client needs satisfaction. • Ability to work in pressure and prioritize deliverables. • Self Motivated,goal oriented,Multi tasking and ability to coordinate efficiently between various activities. • Risk Management. • Team Building.

## Languages

- • Hindi • Gujarati • English

## Interest

- Background Screening, Administration