

RESUME

PERSONAL DETAILS

Name : Priya Sanjay Vichare

Father Name : Sanjay Vichare

Address : Gaondevi Dongari Maruti pawar Chawl,
J.P cross road, near ajmeri Mohalla,
Andheri west, Mumbai 400058.

Contact Number : 8369401330 / 7506184736

Email : priyavichare1524@gmail.com

Date of Birth : 15-01-1997

Languages Known : English, Hindi & Marathi

Hobbies : Reading & Listening Music

EDUCATION QUALIFICATIONS

S.S.C. from Maharashtra State Board Year March 2013 Passed.

H.S.C. from Maharashtra State Board of Secondary Year Feb 2015 Passed.

Graduate from Mumbai University Year June 2018 Passed.

COMPUTER SKILLS

Basic in Computer, Ms-Office, Excel 2013, HTML, CSS, Photoshop CS6, CorelDraw etc.

STRENGTHS

Ready to take responsibility.

WORK EXPERIENCE

HR Executive in NGS Consultancy from March 12/2019 to Current

- Handling end to end recruitment process.
- Sourcing CV's of candidate through job portals (Shine, Monster)
- Understanding the job description
- Screening candidates as available job description and candidate's profession.
- Short listing candidates scheduling interviews.
- Scheduling telephonic interview of candidates
- Providing timely feedback to the candidates on their interview
- Salary negotiation and follow up with candidates till joining.
- Preparing recruitment tracker.

DECLARATION

I hereby declare that the above information is correct and true to the best of my knowledge and belief.

Place: Mumbai

Date:

(Priya Sanjay Vichare)