

Kanisha Naresh Gawad

Date Of Birth: 14th ,July1994

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Contact No.: 9766581648

Address: Saphala(W)

Objective:

To succeed is an environment of growth and excellence and earn a job where I can contribute my set of qualities which provides job satisfaction and self development and help me achieve personal as well as organizational goals.

Academics Qualification:

MMS (Human Resources)	VIVA Institute of Management & Research (Mumbai University)	2018	70%
B.S.C. (Mathematics)	Vartak College (Mumbai University)	2016	58%
HSC (Science)	St. Xaviers Jr. College (Maharashtra Board)	2011	51%
SSC	L.J.N.V. High School (Maharashtra Board)	2019	77%

Computer Proficiency:

- MS-CIT
 - Applications: Microsoft Outlook, Ms Office, Ms Excel, WordPad, PowerPoint & Internet Applications
- Tally ERP.9
- Having good IT Skills, scanning and mailing Important mails,
- Good in Data Entry, Keyboard and Typing speed.

Work Experience:

- ❖ I have 6 months experience as a Office Assistant in Nirmala Gomata Seva Sangh .
- ❖ **Company Name: Redarch Placement Services Pvt. Ltd.**
Designation: HR Recruiter

Duration: 21st ,December2017 To 10th ,May2018

Job Profile:

Recruitments utilizing various sourcing method like web portals (i.e. Monster, Time Jobs)

- Responsible for end to end recruitments.
- Screening & Short listing candidates profile as per the requirements of clients.
- Interacting with candidates ,doing initial screening. Understand their competencies & skill sets, making them understand job role.
- Providing complete accurate and inspiring information to candidates about the company and position.
- Coordinating with candidates for interview.
- Coordinating with the candidates after company selects the candidates .
- Maintaining daily/ weekly/ monthly reports such as interview status reports, closure reports & feedback reports.

❖ **Company Name: Vision Jobz Management Consultants Pvt. Ltd.**

Designation: HR Executive

Duration: 26th ,December2018 To 10th August 2019

Job Profile:

Recruitments utilizing various sourcing method like web portals (i.e. Monster, Indeed)

- Responsible for end to end recruitments.
- Understanding Manpower requisition from the concerned department.
- Understanding the requirement and accordingly drafting a job description and getting it approved from the concerned person.
- Sourcing the candidates that matched the desired skills.
- Screening the candidates by conducting telephonic or personal interviews as the case may be.
- Encouraging the employee to provide reference for better prospects.
- Arranging for interviews and coordinating with the concerned person.
- Providing complete accurate and inspiring information to candidates about the company and position.
- Coordinating with the candidates after company selects the candidates .
- Doing a background verification of the shortlisted candidates
- Maintaining daily/ weekly/ monthly reports such as interview status reports, closure reports & feedback reports.
- Keeping a track of the attendance .

Summer Internship Project:

Company Name: Amity Leather International Pvt. Ltd.(Manufacturing Plant)

Project Title: Study on Recruitment And Selection

Duration: 2nd ,May 2017 To 4th ,July 2017

Description:

Detailed study of the Recruitment And Selection Process At Amity Leather International Pvt. Ltd.

- Worked with Managers to develop and execute recruitment plans, ensure proper job posting, interview process, joining formalities, documentation and proper maintenance of all records.

Hr Coordinator (other work):

- Maintain Attendance record of staff and worker's.
- Arranging Training and activities related with work.
- Ensure safety devices are in place (Manufacturing Plant)
- Ensure about the Exit Formalities.

Training Attended:

- One day Study visit at "National Stock Exchange (NSE)", BKC, Bandra (E).
- One day Study visit at "Securities & Exchange Board of India (SEBI)", BKC, Bandra (E).
- Industrial Visit at "AMUL" To learn practical aspects of a manufacturing organization's business.

Co-curricular Activities:

- Participation in various Sports and cultural activities at school & college level.

Interests:

Cooking, Traveling, Shopping, and Listening Music.

Personal Details:

Father Name: Naresh G. Gawad

Gender: Female

Language Known: Marathi, English, Hindi.

Marital Status: Single

Place:

Kanisha N. Gawad