

Aarti A Gumaste

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Career Objectives

To Continue my career with an organization that will utilize my management, supervision and administrative skills to benefit mutual growth and success.

Academic Qualification

Course	University/Board	Institute	Year of passing	Percentage
BMS(Finance)	Mumbai university	RK Talreja college of Management	2015	68%
HSC (Commerce)	Maharashtra board	RK Talreja college science arts and commerce	2012	59%
SSC	Maharashtra board	Holy family convent high school	2010	75%

Pursuing Post Graduate diploma in Human resource Management from welingkar institute of Management, Mumbai

Experience

Designation	Period	Company name
Senior Recruitment Executive Human Resource Managment	03/01/2015 to 15/11/2017	Excel Consultancy Services, Koparkhairane, Navi Mumbai

Key Responsibilities:

- Responsible for recruitments which included searching different job portals for the candidates for different posts, maintain a database of all the candidates and following up with them and scheduling their interview.

- Responsible for level 1 telephonic Interview to pre-qualify the candidates.
- Responsible for creating and maintaining data entry information into a company database keeping detailed records of previous customer information: address, contact numbers, email addresses and service notes
- Responsible for communicating among people within and outside the company face-to-face, over the phone, through letters and faxes and via email
- Support the new hires for providing with the necessary resources.
- Coordinating with different Clients and Departments for Staffing.
- Handles the tasks of headhunting, identifying and approaching suitable candidates for the right profile
- Drafts advertising vacancies and advertise the same in a wide range of media like websites, newspapers, and magazines
- Prepares resumes, CV and correspondence and forward the same to client to list suitable candidates
- Recruits, selects and schedules interviews with potential employees required for the organization
- Assists the organization to meet with recruiting goals by providing best recruiting practices
- Performs strategic Planning of the organization by consulting with top executives

Educational Project

- A study of Marketing Strategy Adopted by Indian Infoline with respect to its Joint Venture With Bank of Baroda Affiliated To the University of Mumbai in 2015
- Project Report on INTERNET Banking

Technical Skills

- Proficient in working on MS office
- Internet Savvy

Seminars/Awards

- Participated in Aarsh (A Conference on "Dynamics of Entrepreneurship ") in MIM institute of Management On 28th February 2015
- Best Presenter Award in Business Management In R.K Talreja College of Management Studies.

Personal details

Date of birth :- 24th April 1994

Father's Name :- Avinash Gumaste

Martial Status :- Unmarried

Nationality :- Indian

Language Known :- English,Hindi

Marathi

Hobbies:Singing, Cooking

Declaration

I hereby Declare that the above information is True to the best of my knowledge

Date :-

Place :- .