V.VAISHNAVI

Mobile: 91-9742288172

Email: [v.vaishnavee08@gmail.com](mailto:vvaishu.87@gmail.com)

Career Objective:

Seeking for an opportunity at entry level career in HR sector in a managerial level .

Academic qualification:

* MBA in HRM and Marketing from International School of Business and Research ISBR, Bangalore.
* B.Com (2004-2007) in Costing and Taxation with 64% from J.D.B. Commerce, Nashik Road, affiliated to Pune University.
* HSC in commerce from Kendriya Vidayala,Nashik ,with 63%.
* SSLC from Kendriya Vidyalaya ,Pune, with 59%.

Computer Literacy:

* Proficient in MS-Office.
* Certification in tally 7.2.

Personal strength:

Positive attitude towards life and career, good learner, initiative in taking up responsibilities and leadership quality.

Achievements:

* 1st in Inter college Debate competition.
* 1st in Elocution competition
* 2nd in inter college Soliloquy competition.
* 5th position in youth parliament.
* 94th position in All India Cyber Olympiad.
* Participated in Regional level athlete.

PROJECT

Did a 45 days internship programme in Makino in H.R.

Experience:

From Feb 2011- Nov 2011. MapleCode Executive search .

Has 9 months of experience in HR Recruiting.  
Hardcore experience in sourcing profiles through various channels like Linken In and Yatedo head hunting, cold calling, networking, client and candidate handling.  
• Highly experienced in strategizing and conducting local and outstation recruitment drives.  
• Recruited on almost all spheres of IT and Non - IT skills mostly at senior and middle management levels.  
•. Maintain Low TAT (Turn around Time) and Recruitment cost/Cost per hire.  
• Responsible for the full hiring cycle, sourcing, pre-screening, short listing, coordination, scheduling interviews.   
• Posting requirements in Linken In, getting profiles feom job portals, experienced in volume hiring.  
• Identify prospective candidates according to the skills required and experienced in recruitment from freshers to lateral level hiring for top MNCs.  
• Scheduling technical/HR interviews and follow-up on feedback.   
• Post offer follow up with the candidates.   
• Aggressive enough to close on position before competitors close on date.

From July 2012 – Till date – Mind Edutainment Pvt Ltd.

Has been working here from past 2 and half years

Experienced in training employees , administration and recruitment for the company.

Experienced in doing campus recruitment , doing the entire circle of recruitment process from calling the administration department of the college , sending a mail about campus recruitment and conducting the recruitment. Have done campus recruitment with Loyala college , Satyabama college etc.

Experienced in screening profile , doin telephonic round of interview and conducting the next face to face interview.

Take care of the recruitment part of the organization for the south region, volume hiring.

In terms of HR operations experienced in maintaining the cab bills, tools count and maintaing records, training the new employees, one to one talkh with employees .

Good experience in taking workshop for parents and teachers on cognition and training on the thinking skill of the school kids aged 5 to 17 years .

Extra curriculum activities:

* Member of LST of international school of business and research.
* Member of CSR club of international school of business and research.Jun
* Member of writers club of International School of business and Research.

Hobbies and Interest:

Reading books and exploring new places.

Personal details:

Marital Status : Single.

Date of birth : 8th April 1987.

Father’s Name : R.Vijaya Kumar.

Father’s Occupation : Indian Army.

Linguistic skill : English, Hindi and Tamil. (Read and write)

Communication Address: V.Vaishnavi

No 3, 1st Floor, 5th cross,

Chowdeshwari layout, 80 Feet road.

Banaswadi

Bangalore - 560033

Declaration

I hereby declare that the information given herewith is correct to my knowledge and I will responsible for any discrepancy.

Date: Signature: V. Vaishnavi