



Shreya Matkar

HUMAN RESOURCE MANAGER

Contact



Plot no. 11, Congress Nagar,
Camp Road, Amravati- 444606



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Skills

Leadership



Team Management



Creativity



Coordination



About

Seeking for an entry-level position to kick start my career in the IT field. I wish to work in a dynamic company that will contribute to my professional and personal growth while I contribute to the growth of the company as well as engage in opportunities to further the company's goals.

Education History

BCA

2019-2022

Shri Shivaji Science College, Amravati

Class 12th/ HSC

2019

Shri Shivaji Science College, Amravati

Class 10th/ SSC

2017

Auxilium Convent High School, Ahmednagar

Work Experience

RADIUS Globe

HR Associate

January 2022 – Present

- Job Posting, Screening candidates, onboarding and offboarding them.
- Conducting Interviews.
- Managing Databases.
- Working closely with the Executive Committee.

Voices of Young India/Venture Crate LLP

HR Manager

September 2020 – Present

- Managing Internal Communication.
- Solving Internal Conflicts.
- Screening candidates, onboarding and offboarding them.
- Working closely with the Leadership Team.

HR Intern

July 2020 – Aug 2020

- Assisted Team in Initial recruitments.
- Managing communications between departments and teams.