**CURRICULUM VITAE**

**DIVYA PAREEK**

**Contact No: 8511831966/9694582989**

CAREER STATEMENT

Seeking a position to utilize my skills and abilities in an organisation that offers professional growth while being resourceful, innovative and flexible.

ACEDEMIA

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Examination | Board/ University | Year | Percentage | University |
| S.S.C | R.B.S.E | 2011 | 65.5% | I.B.V.N School, Khandela (Sikar) |
| H.S.C | R.B.S.E | 2013 | 66.2% | I.B.V.N School, Khandela (Sikar) |
| B.com | Rajasthan University | 2016 | 55% | S.K College Sikar |
| M.com | Sekhawati University | 2018 | 56% | S.K College Sikar |

IT FORTE

* MS- Office (MS Word, Excel & Power Point access). SAP
* Operational Knowledge of the Internet & Networking (Web Browsing)

CAREER CONTOUR

Worked with I.B.V.N Senior Secondary school as a Maths Teacher since August 2013 to April 2016

I have worked with Phoenix Worldwide as HR Recruiter since September 2016 to march 2018.

I have worked with Supriya enterprises as office assistant since March 2018 to 30 Oct.

Currently I am working with **LUBRIKOTE SPECIALITIES PVT LTD**. as **PRODUCTION PLANNING** since 19 NOVEMBER 2018 to till date.

Skills

Strengths: Good soft skills, passionate, social etiquettes.

Languages: English, Hindi, Marwadi

Hobbies: Books, Music and Travelling, Meeting new people, dancing & Painting

Responsibilities

* Design and implement overall recruiting strategy
* Develop and update job descriptions and job specifications
* Perform job and task analysis to document job requirements and objectives
* Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc
* Source and recruit candidates by using databases, social media etc
* Screen candidates resumes and job applications
* Conduct interviews using various reliable recruiting and selection tools/methods to filter candidates within schedule
* Assess applicants’ [relevant knowledge, skills, soft skills,](https://resources.workable.com/tutorial/recruiting-skills-training) experience and aptitudes
* Onboard new employees in order to become fully integrated
* Monitor and apply HR recruiting best practices
* Provide analytical and well documented recruiting reports to the rest of the team
* Act as a point of contact and build influential candidate relationships during the selection process
* Promote company’s reputation as “best place to work”
* Maintain all salary sheet
* Maintain Monthly attendance sheet
* Maintain filling
* All reporting
* All office work Handle
* Production planning.
* Dispatch planning
* Forecast against dispatch plan
* Stock moment report
* Inventory posting list
* Dispatch batch details by coustomerwise
* MPR report
* Backorder report
* Daily production report

EXTRA CO-CURRICULAR ACTIVITIES

Active participation in school and college level competitions and games.

PERSONAL DETAILS

* Name : Divya Pareek
* Father’s Name : Suresh Kumar Pareek
* Mother’s Name : Santosh Devi
* Date of Birth : 05.05.1995
* Marital Status : Single
* Gender : Female
* Contact No : 8511831966
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* Permanent Address : 208- A, Yogi Hills, Near Balaji Temple, Amli, Silvassa- 396230.