



## Satyam Kedar Bajpai

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in <https://www.linkedin.com/in/satyam-bajpai-364b19216>

### Objective

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To reinforce my carrier as a working professional where I will be a valuable team member and work for a organization that provides scope for a individual as well as organizational growth.

### Experience

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- **Omgreek Placement Services pvt.ltd.** 07/12/2022 - Ongoing  
Hr recruiter (trainee)
  - 1) Collection of required data for vacancies from industries.
  - 2)Posting the desired vacancies on job portals i.e LinkedIn, Naukri,Indeed
  - 3) Screening the resumes of candidates and matching the same regards with the respective Job description for the requirements.
  - 4) Selection of candidates and forwarding them for the interviews.
  - 5) Maintaining a full track record of the candidate till the placement.

### Education

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- **KBS Commerce and Nataraj Professional Science College , Veer Narmad South Gujarat University , Surat.** 2017-2020  
B.Sc Microbiology
- **Divya Jyoti English Medium High School** 2017  
Hsc
- **Divya Jyoti English Medium High School** 2015  
Ssc

### Personal Details

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- Date of Birth : 06/01/2000
- Marital Status : Unmarried
- Nationality : Indian

### Skills

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- Microsoft office including word,excel and powerpoint
- Good at planning, coordination and communication
- Friendly, courteous and service oriented

### Achievements & Awards

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- Completed an online GOOD CLINICAL PRACTICE (GCP) certification from The National Institute on Drug Abuse (NIDA)
- Completed an online certification on Essentials of pharmacovigilance communications from "Uppsala Monitoring Centre".
- Participated in "UGAM"(Under-Graduate Association of Microbiologists) competition organized among VNSGU affiliated colleges in 2018-2019.

### Languages

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- English
- Hindi