**V. MADHAVI**

**Mobile**: **6299607154**

**Email**: [**kumarimadhavi9288@gmail.com**](mailto:kumarimadhavi9288@gmail.com)

**Address: Chitra Road, Shankarpur Parsudih, Jamshedpur - 831002**

## Career Objective

Looking to associate with an ambitious organization, wherein I can utilize my technical and interpersonal skills in contributing effectively towards the growth of the organization that offers me professional growth, while being resourceful, innovative and flexible.

**Organizational Experience:**

**Five S Digital Pvt. Ltd. June 2022- Till Date**

**Designation: Executive Hr.**

* + Responsible for end to end recruitment based on company requirements.
  + Sourcing candidate from different mode and sites like Linked In, Hirect, Quicker, naukri, monster,etc.
  + Short-listing resumes based on desired skills & experience.
  + Taking first round of interview.
  + Negotiating with candidate regarding their salary.
  + Coordinating with candidate and operation team for interview.
  + Maintaining database for future reference.
  + Doing Id creation & handover mail to training team for further process.
  + Looking after documentation of new hired candidate.
  + Handled Background verification process, reference checks and responsible for employee joining formalities along with the issuing Offer Letter, Appointment Letters, etc.
  + Providing ID card to new join candidate.

**VK Edutech Jan 2022- May 2022**

**Designation: Hr. Recruiter**

* + Responsible for recruiting candidate based on company requirement.
  + Sourcing candidate from different mode and sites like Linked In, Hirect, Quicker, naukri, monster,etc.
  + Screening candidate as per business requirement.
  + Short-listing resumes based on desired skills & experience.
  + Taking first hr round and second technical round of interview.
  + Strong coordinating with candidate so that can come done for an interview.
  + Negotiating with candidate regarding their salary.

Internship :- Jusco Topic- “Training information system”

## Education and Qualification

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Year** | **Name of Institute** | **University / Board** | **Percentage** |
| MBA | 2022 | Swami Vivekanand Subharti | DDE | 68% |
| BBA | 2020 | Giit profession college | Kolhan university | 70.87% |
| 12th | 2017 | Karim city college | JAC Board | 56% |
| 10th | 2015 | St. Robert’s high school | JAC Board | 75.6% |

**OTHER QUALIFICATION**

* + Basic knowledge in computer application

## PERSONAL PROFILE

* + Father’s Name :- Late V.Tarkeshwar rao
  + Date of birth :- 28th June 1998
  + Religion :- Hindu
  + Gender :- Female
  + Nationalism :- Indian
  + Languages known :- English, Hindi & Telugu
  + Marital status :- Single

# DECLARATION:-

I hereby declare that the entire particular stated in the resume are true to the best of my knowledge & belief.

**Date:**

**Place: V. Madhavi**