

## About Me

I am a human resource specialist, with major expertise in recruitment and HR operation. hands-on experience on job portals, containing approx 1 year of experience in recruitment and operation. currently looking for a long-term goal to be a part of a dynamic organization where I can implement my expertise and also learn from industry experts. Also planning for SAP and ERP courses from which, I can provide great support and innovation to enterprise





## Skills

- Project Management
- Problem Solving
- Coordination
- Training and development
- Lead generation.
- Talent acquisition
- salary Negotiation
- Canva, Word, Google sheet.



## Expertise

- Attendance /Leave management
- sourcing
- Employee retention
- Sourcing, screening, Scheduling & coordination
- Portal handling-Linkedin-Naukri-Monster-Time jobs-lim jobs.
- employee relationship.
- Employee engagement activity.

## Interest /Hobbies

-  Traveling
-  Social media buffering
-  social network via FB, insta, linkedin others.
-  Love to play chess.

## Work Experience

- |                           |   |   |
|---------------------------|---|---|
| <b>Jan 2023- May 2023</b> | <b>Boston Institute of Analytics</b>  | <b>Mumbai</b>    |
|                           | Human resource Partner.   |   |
|                           | <ul style="list-style-type: none"><li>• Overall management in Human resources. We are maintaining a pipeline for different profiles.</li><li>• I am maintaining relationships with current employees and solving daily problems related to admin, culture and other disciplines.</li><li>• Also, provides the business network support for development and revenue generation.</li><li>• Attendance and leave management of current staff and the compensation-related operation.</li><li>• on-boarding and off-boarding formalities also conducted, also related to asset management.</li><li>• Minor some other roles also played in different purposes related to termination and FNF.</li></ul>                     |   |
| <b>July2022-Nov 2022</b>  | <b>Vibgyor Advisors Pvt.Limited</b>   | <b>Mumbai</b>  |
|                           | Hr Executive and T&D coordinator .  |   |
|                           | <ul style="list-style-type: none"><li>• I oversee all aspect of human resources at this company, from hiring to team management of different office departments.</li><li>• gives the training as well. telling the incoming interns about the work. From posting jobs on job portals to conducting candidate interviews and handling every step of the selection and rejection process in my situation.</li><li>• I conducted the examination and shortlisting procedure and registered for the college employment process, wage negotiations, and management information system.</li><li>• Performance review, manual payroll, and related documentation. Formality for joining/boarding, departure policies</li></ul> |   |

## Education



NMIMS University of Management studies **2023**  
Program:- Bachelor of Business Administration



Rizvi college of arts, Science and commerce **March 2020**  
Higher secondary course of state education (HSC)  
Stream:-science