CURRICULUM VITAE

To be a professional, who can make qualitative difference with an esteemed organization, where

high competence and skill is rewarded equally for the mutual benefit of the organization and self***.***

**Academia:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **COURSE** | **INSTITUTION** | **BOARD/UNIVERSITY** | **YEAR OF COMPLETION** |
| Diploma In Human Resources Managment | Welingkar Institute Of Management Development & Research, India |  | 2011 |
| BA(ECONOMICS) | R. K. Talreja College, India | University Of Mumbai | 2009 |
| 12th Board | R. K. Talreja College, India | University Of Mumbai | 2006 |
| 10th Board | Guru Nanak High School, India | University Of Mumbai | 2004 |

**COMPUTER LANGUAGES KNOWN:-**

**Computer Basic Knowledge with MS – Office.**

**WORK EXPERIENCE**

**COMPANY:MUBLE SOLUTION PVT LTD ( Urogulf Group Of Companies )**

**MUBLE** is the Pioneer of certificate Attestation. Today its India's most respected Attestation firm operating

with more than 119branches all over India as well as abroad. We also deal with Manpower Recruitment for

internal and external clients.Weprovide human resources for Production and Manufacturing,Engineering,

Education / Teaching, Banking and Broking Sector, IT/Software industry and Construction Industry.

**Designation: - HR Recruiter**

**Duration: - 1.5 YEARS**

**Job Profile:-**

* Understanding the requirement and sourcing relevant profiles through portals .
* Use social and professional networking sites to identify and source candidates
* Screening the sourced profiles Tele-phonically or personally.
* Posting the jobs in different job sites.
* Make necessary amendments in the candidature before forwarding to the client.
* Maintaining, data & reports on all the recruitment related activities.
* Preparation of Job Description for all posts in the organization.
* Interviews Scheduling, Making Offers, Interview Letter, Following up till candidates have actually joined the company.
* Excellent ability to identify client needs on every project and requirement with quick response and time frame.
* Briefing the applicant about the job profile over the phone
* Establishing good relationship among employees, resolving their queries and following up with them to ensure maximum employee satisfaction by achieving delivery & quality norms.

**COMPANY**: **SM Aker Management Services Pvt. Ltd**

**SM AKER** group of companies is one of the leading organizations in providing Engineering Consultancy

& Manpower Supply in the field of Engineering, Construction, Commissioning, Pre-commissioning,

Operation & Maintenance services to Oil & Gas, Refinery, Petrochemical, Chemical, Steel, Power,

Telecom, Port & Infrastructure sector.

**Designation: - HR COORDINATOR**

**Duration: - 2.5 YEARS**

**Job Profile:-**

Independently handling Refinery, Oil & Gas,Petrochemical, EPC, Energy,Water Process TechnologyPower

Plant Sector.

**Recruitment:**

* Handling multiple clients & providing end-to-end solutions to their recruitment needs.
* Recruiting candidates on deputation
* Have experience of working for different verticals like senior level, middle and junior level position in different sectors.
* Understanding the requirement and sourcing relevant profiles through portals
* Preparation of Job Description for all posts in the organization.
* Screening the sourced profiles Tele-phonically or personally
* Briefing the applicant about the job profile over the phone
* Make necessary amendments in the candidature before forwarding to the client.
* Interviews Scheduling, Making Offers, Interview Letter, Following up till candidates have actually joined the company.
* Maintaining, data & reports on all the recruitment related activities.
* Excellent ability to identify client needs on every project and requirement with quick response and time frame.
* Establishing good relationship among employees, resolving their queries and following up with them to ensure maximum employee satisfaction by achieving delivery & quality norms.

**Major Clients Handled:**

* Essar Engineering Pvt Ltd.
* Febtech
* Chemtex
* Petrofac
* Jacobs
* HMEL
* UEM Group
* Reliance
* Techint
* Cinda
* IOCL

**COMPANY: Air Master Pvt. Ltd.**

**Air Master** is an authorized dealer of Carrier Air Conditioners

**Duration: - 3Months**

**Designation: - Office Assistant**

**COMPANY:Malayala Manorama Pvt. Ltd.**

Malayala Manorama is a global media industry. It is an essential website for media industry professionals.

Its has brands like Malayala Manorama newspaper, Manorama Weekly, The Week, Vanitha and The Man

**Duration: - 1Years**

**Job Profile:**

Handled scheduling of all Mumbai Edition.

**PERSONAL DETAIL:**

Date of Birth :28th December 1987

Gender :Female

Marital Status :Married

Nationality :Indian

Languages :English,Hindi, Malayalam,

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**Gulfjobseeker.com CV No: 1462302**