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**OBJECTIVE**

*“*To seek for a position that would suit my abilities and qualities for gain of personal and professional growth**”.**

**Key Skills**

* Experience of handling documents independently.
* Exposure to multinational and also start-up environment.
* Experience in training freshers.
* Know to operate Internet, Microsoft office tools like Excel, Word, and PPT.
* Experience working with LinkedIn, Naukri.com, Monster.com, Times job, Google X-ray search.
* Maintaining document files. Assist in retrieval of files. Updating the document distribution matrix.

**EDUCATIONAL QUALIFICATION**

**MASTER OF BUSINESS ADMINISTRATION, 2012-2014**

St. Aloysius Institute of Management & Information Technology (AMIT), India

**BACHELOR OF BUSINESS MANAGEMENT, 2009-2012**

P.A First Grade College, India

**PRE-UNIVERSITY COLLEGE, 2007-2009**

Viva College, India

**SSLC, 2006-2007**

St. Francis De sales High School, India

**CAREER SUMMARY**

Executive – Talent acquisition at Arnold consulting services,

07/07/2014 – 27/7/2015

* **HR Skills**
  + Involved in deep sourcing for product development clients.
  + Salary negotiations with candidates and also with the clients.
  + Involved in End to End procedure.
  + Known to be a key link between the candidates and the clients.
  + Sourcing through various job portals.

**ACHIEVEMENTS**

1. RPO for Symphony teleca (Harman) from 1/9/2014 till 1/11/2014
2. RPO for Invaria technologies from 27/1/2015 till 27/7/2015
3. “STAR PERFORMER” for achieving hiring goals for Q2 – 2015.
4. Involved in handling confidential client documents.

**PROJECTS UNDERTAKEN**

* Receivables Management for Vineeth Chemicals Pvt. Ltd., India. June 2013 till September 2013.
* Attrition Management for Souza Engineering works, India. March 2014 till April 2014.

**HOBBIES**

1. Travelling, Voracious reader, Listening Music, Photography and Gardening.
2. Participating in all kinds of events and social activities, both in school and college.

**PERSONAL INFORMATION**

Date of Birth : 2nd June, 1991

Nationality : Indian

Marital Status : Single

Language Proficiency : English, Hindi, Konkani, Marathi, Kannada and Tulu.