NATIONALITY: INDIAN

DATE OF BIRTH: 12th February 1991 in Mumbai, India

SPOKEN AND WRITTEN: English, Hindi, Marathi

BASIC CONVERSATION: German

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**AREAS OF EXPERTISE & OBJECTIVES**

*My expertise lies in:*

* English Language
* Office Management
* Sourcing and Recruiting
* Project Management
* Administrative Support
* Event logistics
* Venue search
* Venue Marketing
* Budget Management
* Corporate Hospitality
* Delegate management
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**ACADEMIC QUALIFICATIONS**

2014: M.A. in English Literature– University of Pune

2013: Post Graduation Diploma in Event Management – National Institute of Event Management (NIEM), Pune

2012: B.A. in English Literature– University of Pune

2009: H.S.C. - Nowrosjee Wadia College, Pune

2007:S.S.C.- St. Anne’s High School, Pune.

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**CAREER HISTORY**

* *Worked in Pune at the following:*
* Sourcer at **iPlace USA** from November 2015 to December 2015
* Associate Sourcer at **iPlace USA** from May 2015 to November 2015.

Search and short-list candidates from job boards, social networks, and public and proprietary databases and also directly via search engines using different search techniques such as Boolean strings and AIRS (Advanced Internet Research Skills).

• Work on technical job orders and conduct primary sourcing. Sample job orders worked on: JAVA, C++, .NET, ORACLE, CRM, SQL, PL/SQL, PeopleSoft, Cisco, SharePoint, SDET Quality Analysis, Data Warehouse Architecture, Solutions Engineering, Network Engineering, Software Engineering, etc.

• Work on non-technical requirements like Project Management, Business Development Management, Technical Writing, Business Analysis, Project Coordination, Process Development, etc.

• Thorough knowledge of recruiting process from sourcing to recruiting for different employment types including W2, Corp-to-Corp, 1099 for U.S. Citizens, GC, H1-B, TN-1, and EAD holders.

• Hands-on experience with Applicant Tracking Systems (ATS) including Bullhorn, erecuit and CATS.

• Active Search: Resume search of active candidates from job boards such as Monster, CareerBuilder and Hot Jobs.

• Passive Search: Search for candidates on various sites such as LinkedIn, Spoke, Jigsaw and social networking. Using advanced AIRS techniques, also identify candidates through search engines.

• Quality check (QC) work carried out by sourcing associates and prioritize short-listed candidates, focusing on placeable candidates matching the job description.

• Add short-listed candidates into client databases such as CATS, Bullhorn, erecruit etc.

• Compile candidate submittal reports for each job order that include a ranking (Hot/Warm/Okay) for each candidate and a detailed reason for the ranking.

* Front Office Assistant at **Hotel Shree Panchratna** from June 2013 to December 2014

1. To receive & process the reservation requests of future guests.

2. To maintain reservation records by completing reservation forms, sending reservation confirmation letters etc.

3. To process reservations from sales offices, other departments of the hotel, travel agents, tour operators etc.

4. To communicate the reservation information to the reception.

5. To prepare expected arrival & expected departure list every day.

6. To pre fill the GRC of expected arrivals for the next day (using information collected at the time of reservation from the reservation form), & send to the reception.

7. To promote good will by being courteous, friendly, & helpful to guests, managers & colleagues.

* **Bajaj Allianz Life Insurance Co. Ltd.** from March 2011 to June 2011.
* Content Writer at **Green Chillies Web Solutions Pvt. Ltd**.
* Member of the Production Team for **“Black Sensation”** a Club Party organized by Masala Dosa Productions, Pune.
* **IMpulse Consultancy** from June 2012 to July 2012.
* *Participated in the following as a member of the Organizing Committee from the National Institute of Events Management*:
* **International Aero Modelers’ Meet 2013** in Aamby Valley City in 2013
* **Builders Meet Event (CREDAI)** at Lavasa, Pune in 2013
* The prestigious **Pune Festival** in 2012
* **Radio Mirchi & Boroplus Ms. Naturally Beautiful** in Pune organized by Pixies, Bangalore, in 2011
* **Roadies X Auditions** in Pune
* **HSBC Annual Day** in Le Meridian, Pune
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**SPECIAL ACHIEVEMENT**

Winner of the Bronze Medal at the **All India Dance Sports Federation** in the 2 Dance Category in 2011

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**KEY SKILLS & COMPETENCIES**

* Presentation and Interpersonal Skills
* Adaptability to change
* Positive attitude towards life and a firm control over managing emotions during work.
* In depth knowledge of Outlook, Microsoft Excel, Word, Power-point, Picasa.
* Student of **Sandip Soparrkar’s Ballroom and Latin Studio**, Pune.
* Student of and performed stage shows for **Shiamak Davar Institute of Performing Arts**, Pune.
* Performed the concluding ceremony at the **Commonwealth Youth Games 2009** as a part of Shiamak Davar’s Dance Troup
* Student of Mrs. **Maithali Raghvan,** a renowned Bharatnatyam exponent.
* Gave lessons in Dance at **St. Andrew’s High School**, Pune.
* Choreographed and presented dances for the **Annual Gospel Rock at St. Patrick’s Cathedral, Pune.**
* **Licensed Zumba Fitness Trainer**
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**COMMUNITY SERVICES** *Member of the Organizing Committee and the Programme / Performance Team of various programmes held at St. Patrick’s Cathedral, Pune:*

* **Gospel Rock**, from 2008 to 2011
* **Inter Parish Basketball Tournament** in 2008.
* **Christmas Dance** at Residency Club, Pune, in 2009 for St. Patrick’s Cathedral, Pune.
* **Christmas Carnival** in 2009.
* **Inter Parish Football Tournament** from 2007 to 2012
* **Christmas Tableau** from 2007 to 2012
* **Shamrock Fete** from 2007 to 2014
* **Choir Team** of St. Patrick’s Cathedral, Pune
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**First Name of Application CV No 1680654**

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