RESUME

Kruti

Date of Birth: 05 April 1990

Course and batch: BMS 2008- 2011

**Objective**

I seek to work with an organization that allows me to explore new horizons. Also to enhance my astute personality acquired with the experience in different fields, I am looking forward to work in an environment where I can best use my communication, organizational and technical skills.

**Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Examination | Institute | Board/ University | Year | Percentage (%) |
| MBA | MMK College | MGU Board | 2014 | 65% |
| TYBMS | Shree Chinai College | MAH Board | 2011 | 54.00% |
| XII | Malini Kishor Sanghvi College | MAH Board | 2008 | 43.00% |
| X | Billimoria High School, Panchgani | CBSE Board | 2006 | 64.00% |

**Specialization:**

* MBA- Human Resources - 2014

**Achievements:**

* Won district level certificate in-Football, Basketball
* Class Representative during S.Y. BMS

**Projects Undertaken:**

* Recruitment life Cycle of the talent corner
* Employee Engagement of IT Company
* Impression Management
* New Product Development- MMI Office
* **Experience:**

**Telly calling and sales in Real Estate at Croesum Finance and Properties.**

**(June 2012- March 2013)**

Job Responsibilities:

* Calling Clients
* Fixing Appointments
* Maintaining relations
* Follow Ups

**Mumbai Music Institute (May 2013- April 2014)**

Job Responsibilities:

* 75% sales
* Administration
* Maintaining Customer/Student Relation
* Maintaining attendance register and test reports of students
* Organizing workshops
* Regular coordination with the students
* Social Media
* Handled marketing Strategies
* Looking after branding of the firm
* Working for work shop planning and strageties
* Business development of the Company.
* Coordinating with the Marketing Team

**HR Delivery Executive @ Mindshare Consultants (June 2014- June 2015)**

Job Responsibilities:

* Sourcing Of Cv’s
* Handling End to End Recruitments for various sectors like Media, Constructions, Retail,Travel & Hospitality on PAN India Bases.
* Major use of portals in all sectors & Data Base
* Recruiting & Selection
* Handled Interviews
* Doing Reference Check of Candidate after Short listing of Candidate
* Maintaining Data Base with Excel & Word
* Benchmarking
* Mapping
* Head Hunting
* Target accomplished
* Worked from Junior level to Management level
* Coordination with Clients (emails, phone, meetings)
* Coordination with Candidates through the screening process till offered, joining and pre-joining formalities
* Negotiation on salary with Candidates
* Worked in all sectors of market (e.g. marketing, finance, media, retail, fashion, travel etc)

Operations:

* Handling Clients
* Understanding the psychology of clients & Candidates
* Suggesting ways &Implementation of Employee Engagement

**HR Manager @ Multimedia Communications (June 2015- September 2015)**

Job Responsibilities:

* Handling attendance, leave applications, salary part of the organization
* Employee Engagement
* Handling the Joining and Exiting formalities
* Handling the interviews and selection process
* Handling the production part for the Events as well. **(IIJW Event)**

**Interest/ Hobbies**:

* Learning and exploring new things
* Listening music
* Reading
* Debating
* Trekking
* Adventure Sports
* Public Relation

**Computer Knowledge & Skills:**

Operating system: Windows XP, Vista, Windows 7, Windows 8 (not so comfortable)

Skills: Networking and computer knowledge with adequate MS office skills Microsoft Word, Microsoft Excel, Adobe Photoshop, Picasa.

* Good Interpersonal Skills and Analytical Skills
* Enthusiastic about learning
* Quick grasping power
* Leadership and Entrepreneurial Qualities

**KEY AREAS OF STRENGTH**

* Ready to face challenges.
* Dedicated towards work.
* Quick in grasping.
* Creative

**LINGUISTIC PROFICIENCY**

Gujarati, English, Hindi

(Read, Write, Speak)

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