**EDUCATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **Institute/Organization** | **Board/University** | **Year** | **%** |
| MMS | ThakurInstituteofManagementStudies | UniversityofMumbai | 2016 | 61 |
| MCOM 1STYr 1yEAR | Mumbai University (IDOL) | University of Mumbai | 2013 | 46 |
| B.COM | ChetanaCollegeof Commerce | UniversityofMumbai | 2011 | 53.5 |
| XII | ChetanaCollgeof Commerce | UniversityofMumbai | 2008 | 61 |
| X | NationalInstituteOfOpenSchooling | Delhi | 2006 | 57 |

|  |
| --- |
| **SUMMER INTERNSHIP** |

**Magitt.com 3Months (April-2015 – July2015)**

**Human Resource Intern**

* Maintenance of Attendance / Personal Files
* Recruitment and Selection
* Joining Formalities / Induction
* Build Organisation Friendly Culture
* Prepared hierarchy for the Organisation
* Prepared Documents with Regards to Joining Kit

**WORKEXPERIENCE**

**Barbeque–NationHosp.Ltd 10Months(Oct-2013-July2014) AssistantHR**

DatabaseManagement.

RecordFiling.

RecruitmentandSelectionandPayroll management.

OfficerelatedAdministrativeActivities.

***IntegraUnisourcePvt.Ltd(ICICIBANK) 11Months(June2012–July2013) ExecutiveHR***

Sourcingasperjobrequirementsfromtheportalsprovided**.**Handlingendtoendrecruitmentprocess.

 ShortlistingthecandidatesandinterviewingthemwiththeHRfromtheBank.Initialscreeningand interactionwiththeidentifiedcandidates**.**

MaintatingRecordsandFilingsoftheJoinees.

***UnisearchBusinessSolution 6 Months(July2011–Dec2011) ExecutiveHR***

Initialscreeningandinteractionwiththeidentifiedcandidates.

MainlyfromJobPortalsandalsohandlingcallsofcandidatesandinterviewingthem.

Shortlistingthemandconductingtheirinterviewswiththecompanies

**KEYPROJECTS**

 HandledICICIBusinessLeadershipprogramme(ICICIBLP/NISM),wasa partofthis programcoordinatingwiththecandidatesfortheprogram,theauditingandfilingoftheirdocuments oncethecandidategetsselected

**EXTRACURRICULARACTIVITIES**

HandledCampaigningworkfor CollegeEvent(EVOKE) 2014.

ParticipatedinCollegeCricketandFootballCompetition (Chetana col)

ParticipatedinCollegeFashionShow and Dance Competition. (Thakur Institute)