**Resume**

**Pooja**

**Mail Me On:** **pooja.368954@2freemail.com**

**OBJECTIVE - Seeking an opportunity to learn, grow and to discover my skills. Which follows.**

* Presentation Skills.
* Good communication skill.
* Good understanding of Basics of computers.
* Fluent in English, Hindi Marathi, Guajarati
* Hard working And Dedicated.

**Design / Assignment Experience**

**Period: -**  8yrs

1. **Worked with Reliance (DAKC) as CSR**

From Nov 3rd 2008 to May 29, 2009

1. **Worked with Great India Management Services as HR Executive for 1 year and then got promoted as Relation Ship Manager**

From 10h Aug 2009 to 23rd September 2011

1. **Worked with Conexus Netcom Solutions as Sr. Hr.**

 From 24th October 2011 till October 2014.

1. **Worked with RS Consultancy as Sr. Hr.**

From December 2014 till July 2016.

**Key Roles/Task’s Performed:**

* Handled 25 Franchisees- For Payment’s, Client Management.
* Recruited Potential Candidates for Insurance Companies- HDFC, Birla Sun life, And Kotak etc.
* Handling End to End Recruitment.
* Provision of data for accreditation purposes
* Focusing heavily on the recruitment and mobilization of all employees,

• Building relationships with third party recruitment agencies.

**Educational Background**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Grade | Year of Passing | College | Marks | Percentage |
|  PGDM | 2012 | Welingkars |  | 60% |
| T.Y. BMM(Bachelors of Mass Media) | 2010- 2011 | ICLE`s MJ College, Vashi. |  | 60%  |
| HSC | Feb-07 | Uran Education Society . |  | 45% |
| SSC | Mar-05 | Rotary English Medium High School |  | 55% |

**Personal details**

Date of birth : 23rd March 1989

Languages known : English, Hindi, Marathi, Gujarat.

Visa status : Husband Visa

Expected Salary : As per company norms