[**Harshita.371708@2freemail.com**](mailto:Harshita.371708@2freemail.com)

**Objective**

To seek challenging assignment and responsibility, with an opportunity for growth and career advancement as

Successful achievements.

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**Educational Qualification:**

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| **Course** | **Institution** | **Year** | **Grade** |
| BMS-Bachelors of Management Studies | Mumbai University  (Nirmala Memorial Foundation) | 2012-2015 | Second class |
| Higher secondary certificate (H.S.C) | Mumbai University  (Nirmala Memorial Foundation) | 2011-2012 | Second class |
| Secondary school certificate (S.S.C) | Maharashtra Board  (St. Lawrence High School) | 2009-2010 | First class |

**Work experience:**

**Organization: Universal Hunt (Mumbai)**

<https://www.universalhunt.com/>

**Designation : Team Leader**

**Duration : February 2017 To June 2017**

**Job Responsibility**

* Design and implement overall recruiting strategy.
* Looking after the day-to-day operation of the team.
* Motivating the team members.
* Monitoring team performance and reports.
* Helping with training and development of team.
* Develop and update job description and job specification.
* Perform job and task analysis to document job requirements and objectives.
* Coordinate with the clients.
* End to End recruitment.
* Act as a point of contact and build influential candidate relationship during the selection process.
* Identify and source appropriate candidates.
* Use social media, job board, internet sourcing, and other technical means to source candidates for open jobs.

**Designation : Business Consultant**

**Duration : February 2016 to February 2017**

**Job Responsibility**

* Perform sourcing to fill open positions and anticipate future needs.
* Plan and conduct recruitment and selection processes (interviews, screening calls etc.)
* Source right candidates.
* Take steps to ensure positive candidate experience.
* Assist in employee retention and development.
* Supervise recruiting personnel.

**Clients handled: Large Local and International Group Companies across GCC region, India and Africa.**

**Industry worked**: Majorly on Oil &Gas Industry and Construction Industry besides that FMCG, IT and Hospitality.

**Functional sectors:** Sales & Marketing, Engineering, R& D, Production, HR, Admin & Finance.

**Interpersonal Skills:** Good Communication and presentation skills.

Reliable disciplined & creative.

Good leadership and Management skills.

Enthusiastic about learning new and challenging things.

**Interests**: Listening to Music, Traveling and Cooking.

**Personal Vitae**

Nationality : Indian

Date of Birth : 7th August 1994

Visa Status : Visit Visa (Valid till: 20th September 2017)

Languages known : English/Hindi/Marathi/Gujarati

Place:

Date: