**Seema**

Email: **-** [seema.383507@2freemail.com](mailto:seema.383507@2freemail.com)

**CAREER OBJECTIVE**

Intend to build a career with leading corporate of hi-tech environment with committed & dedicated people which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.

**ACADEMIC QUALIFICATION**

Master of Computer Application (MCA) with 56.06 % from Mumbai University.

Bachelor of Science in Information Technology (Bsc IT) with 54.84 % from Mumbai University.

H.S.C with 51.83 % from Mumbai Board.

S. S.C with 76.93 % from Mumbai Board.

**COMPUTER PROFICIENCY**

Programming Languages: C, C++, Core Java, Visual Basic 6.0

Web Technologies: HTML, CSS, JavaScript, PHP

Databases: MySql, Oracle-11g, SQL Server-2005

**EXPERIENCE [2 years]**

1] Company : Elite Consultants, Thane

Designation : HR Recruiter

Duration : October 2017 to March 2018

Responsibilities :

1. Design and update job description and Advertise job openings on social media, job boards.
2. Source potential candidates from Monster, TimesJobs, Naukri etc.

1. Interviewing and assessing prospective applicants and matching them with vacancies at client companies.
2. Screening and short listing candidates for employers.
3. Organising interviews and helping applicants to prepare for interviews.
4. Building relationships with clients and job seekers.
5. Meeting targets for vacancies filled and people placed.
6. Keeping records of the candidates.

2] Company : Jobs AdviseZa, Thane

Designation : HR Recruiter

Duration : February 2017 to August 2017

Responsibilities :

1. Cold Calling companies to generate new business.
2. Getting vacancy details from employers & making tie-ups with company.
3. Source potential candidates from Monster, Times Jobs, Naukri, Shine, Quikr etc.
4. Crafting recruiting emails to attract passive candidates.
5. Screening incoming resumes and application forms.
6. Interview Candidates & Follow up after interview till joining of the candidates.
7. Advertise job openings on social media, job boards.
8. Keeping database of the candidates.

3] Company : Yuva Management Services, Kalyan

Designation : HR Executive

Duration : January 2016 to January 2017

Responsibilities :

1. Handling end to end recruitment.
2. Understanding Client’s Requirements.
3. Recruitment utilizing job portals like Monster, Times Jobs etc.
4. Screening profiles as per the requirement of clients.
5. Interacting with candidates, doing initial screening, understand their competencies & skill sets, making them understand job role.
6. Providing complete information to candidates about the company and position.
7. Arranging interviews of the shortlisted candidates.
8. Follow up after interview till joining.
9. Maintaining database of the candidates.

**ACADEMIC PROJECTS**

BSc-IT Project -

Name: Hospital Management System

Front End: Visual Basic 6.0 Back End: Microsoft Access 2003

MCA Project -

Name: Online Examination System

Front End: PHP Back End: MySql

**PERSONAL PROFILE**

Date of birth : 28th May, 1989

Marital Status : Married

Languages known : English, Hindi, Marathi

**REFERENCES**

Available on Request.

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.