

POOJA PAWAR

Address: Sai Bhawan near Gulmohar Colony,
Sawarkar Nagar , Vita , Sangali, Maharashtra

415311

Mobile no.: +91 9284783756

Email: poojapawar3125@gmail.com

CAREER OBJECTIVE

To be a part of a professional & academic organization & seeking a position to utilize my skills and abilities in the industry that offers professional growth while being resourceful, innovative and flexible.

SKILLS

- 1) MS Office
- 2) Customer Service/Satisfaction a graduation project in a telecom industry at Dayanand Academy of Management Studies, Kanpur
- 3) Identification of Organizational Skills gap summer internship at Grassroots Pvt Ltd, Pune.
- 4) Recruitment Support - Certificate of Appreciation from Persistent system Ltd Pune for contribution towards selection process for appointing suitable candidates.
- 5) End to end recruitment Sourcing, Staffing and on boarding candidates. Screening Short listing candidates sourced through portals.
- 6) Training Support – giving proper training to the students according to the corporate field

PROFESSIONAL EXPERIENCE

Duration- (August'19 to Present)

Current Company- OpEx Accelerator Pvt. Ltd

Designation- Executive HR & Admin

Work Responsibilities-

- 1) Handling Overall Administration of OpEx, PlanB, MakeMeHire & Mukkampost StartUp
- 2) Broadcasting Management of PlanB Digital StatUp Magazine
- 3) Handling all Documentation

Duration- (March'18 to March'19)

Company- Aadarsh College of Pharmacy (Bhavani Nagar, Vita)

Work Responsibilities- Training & Placement Officer

- 1) Handling all Training related programs
- 2) Arranging various training programs for 1st to final year students
- 3) Handling whole personality development program
- 4) Giving proper training for interviews
- 5) Arranging various English communication activities for improving student's skills

Duration- (Nov'16 to Dec'17)

Company- Jobs Point Placement (DELHI)

Work Responsibilities-

- 1) Handling Client Relationship responsibilities
- 2) Handling recruitment process from screening to finalization of the candidate
- 3) Headhunting, Searching resumes, contacting with suitable candidates
- 4) Line up the candidates for final interview after taking a telephonic interview
- 5) Using various Job Portals for posting
- 6) Using Times jobs and Naukri.com for Searching accurate candidates

Duration- 6 MONTHS (May'16 to Nov'16)

Company- Jet Point Placement (DELHI)

Work-

Primary Responsibilities:

- 1) Work closely with hiring candidates to develop position profile and to understand overall needs and requirements.
- 2) Develop and manage strong consultative relationships with hiring managers and candidates
- 3) Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job.
- 4) Participate in recruitment knowledge sharing and best practices.
- 5) Sourcing, Staffing, scoping, and on boarding candidates.

EDUCATION / TRAINING

1. Master's in business administration (HR) 67% from Sinhgad Business School, Pune.(2014-16)
2. Bachelors in business administration 69% from Dayanand Academy of management studies, Kanpur. (2011-14)
3. HSC from PDK Girls Inter College, Kanpur (2011)
4. SSC from PDK Girls Inter College, Kanpur (2009)

PERSONAL DETAILS

Father Name:- Suresh Pawar

D.O.B 04/05/1994

Marital Status Single

Languages Known Hindi, English & Marathi

Date:

Place: Vita

Signature
POOJA PAWAR