

CURRICULAM VITAE

VAISHNAVI SUDHAKAR BHUJBAL

E-mail: vaishnavibhujbal19@gmail.com

Mobile: 9960761534 /8830530964

CAREER OBJECTIVE

To seek expertise and a challenging career that offers the stimulus to explore my abilities and to succeed in a multi-disciplinary environment charged with excellence.

KEY SKILLS:

- Recruitment
- Joining formalities & induction.
- HR & Admin Assistance.
- Record keeping and documents controlling.
- Handling customer complaints.
- Tele Calling & MIS

PROFESSIONAL EXPERIENCE

Present Employer: DLS Agro Infraventure Pvt.Ltd. Nasik (Since 15 Sept 2019 to till date)
(JANATA TAXI & TRANSPORT division)

Designation: HR/ Admin Assistant cum Data Entry operator

- Sourcing, screening & Shortlisting candidates. Arranging interviews and extending administrative support.
- Hotel & vehicle bookings.
- Joining Formalities, Induction and record keeping.
- On-boarding & Exit Formalities.
- Handling customer complaints and redressal
- Co-coordinating & following up for sales team weekly reports.
- Client visits verification calls.
- Processing TA/ DA bills.
- Handling petty cash.
- Facilitating front office and Tele caller team.
- MIS
- Data Entry

-
- **The Marketeers Nashik-** Back Office & Recruiter (Nov'14 to Till July'19)

Responsibilities:

Recruitment and Selection:

- Checking mails of client Company.
- Analyzing and understanding Client requirements.
- Identifying Suitable candidates required for the matching profile through databases, Job portal social media etc
- Communicating with candidate via E mail, Phone call, wats app to understand interest.
- Forwarding interested candidates profiles to client for shortlisting.
- Arranging interviews as per schedule and following up with candidates till the interview.
- Following up with offered candidates till joining.
- Following up with clients till payment settlement.
- Recruited candidates supervisor to GM grade..

General Administration:

- Raising Invoices, filling documentation and maintain different records.
- Maintaining and updating candidates database accordingly.
- Office Maintenance, pest control, housekeeping .
- Hotel, vehicle bookings.
- Mobile bill payments.

- **Lele Hospital. Nashik**
Designation: “Receptionist” (Jan 14 to June 14)

- **State Bank Of India. Nashik (on Contract)**
Designation: “Assistant” (Dec 12 to Jan 14)

KNOWLEDGE IN COMPUTER**MSCIT****TYPING:** English/ Marathi**Educational credentials**

Name of Examination	Year of passing	School/ College	Division/Grade (%)
B.A.	2013	HPT Arts	53.8
H.S.C.	2010	Bhonsala Military School	45.66
S.S.C	2008	KBH Vidyalay	61.07

Personal Details:

- **Date of Birth:** 19th July, 1992
- **Nationality:** Indian
- **Marital Status:** Single
- **Languages Known:** English, Hindi, and Marathi.
- **Hobbies:** Singing, Writing
- **Address:** Flat no.11, Mangalmurti Appt,
Behind Water Tank, Swami Vivekanand Nagar,
Gamne Mala, Makhmalabad, Nashik

Place:**Yours Faithfully****Date:****VAISHNAVI S. BHUJBAL**