

**MADHULATA PARMAR**

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**Career Objective**

Seeking a position where I can communicate with the people and judge the people and that should help the organization to achieve their goal.

**Profile Summary**

- A customer oriented, multitasking fresher with MBA degree in HR.
- Expert in understanding the business requirement.
- Excellent in identifying the need of organization.
- Excellent in understanding and analyzing the human behavior.
- Proficient in coordinating with the people.

**Personal Qualities**

- Strong motivational and leadership skills.
- Good presentation and interpersonal skills.
- Good communication skills in writing and verbal both.
- Ability to work in a team as well as individual.

**Academia**

COURSE	INSTITUTION	BOARD	YEAR OF PASSING	PERCENTAGE/GRADE
MMS(Master Of Management Studies)	Mumbai University	Mumbai University	2017	"A" Grade
M.COM(Business Management)	Mumbai University	Mumbai University	2015	52%
BMS(Bachelor Of Management Studies)	JMM Mehta Airoli	Mumbai University	2012	65.56%
H.S.C	S.D.College,Airoli	Maharashtra Board	2008	75.17%
S.S.C	R.M.V.College Airoli	Maharashtra Board	2006	52.13%

**Project**

**Name:** A study on welfare measures with regards to job satisfaction.

**Description:** A company should guide the employee to communicate effectively, build a good interpersonal environment within the company, in order to create good work conditions.

**B) Name: A study on effectiveness analysis of performance appraisal.**

**Description:** In this project I have understood the appraisal process and how the success of an organization depends largely on the performance of its human resources.

**Computer Knowledge**

- Proficient in basic use of MS office.
- Operating system Windows 98, Windows XP.
- Done MSCIT.
- TALLY 7.2
- English Typing(30 WPM)

**Work Experience**

**Recruitment Consultant with People Venture (March 2019 to till date)**

**Job Description:**

- Handling End-to-end Recruitment life cycle. (IT & Non- IT)
- Understanding the requirements of clients.
- Sourcing and screening Resumes through Job portals like Naukri.com, Shine.com & LinkedIn.
- Scheduling the candidates for the Telephonic & Face to Face Interview and co-ordinate with the client for feedback and updates on daily basis.
- Convince the candidate to join in a particular timeline to fill the Position.
- Follow up with the selected candidates for reporting to the Organization.
- Taking the feedback from the client and maintain the qualitative process to ensure the best of the candidates are placed.
- Keeping in touch with the offered candidates and keeping them well informed till their Date of joining.
- Maintaining MIS Report of joiners, shortlisted candidates, Offer pending candidates, Open positions.
- Share team members work directly with clients, taking updates about team members candidates from client.
- Maintaining internal office attendance records, Login details records, Office necessities information, Keeping Office Petty cash, giving payment to office boy, housekeeping, pantry, Water Supplier, maintaining stationery records, responsible to keep office keys.

**Areas of Expertise:**

- Expert in sourcing candidates from Portals.
- Communicate effectively in both verbally and writing.
- Job Posting, Mass Mailing.

**Clients Worked With:**

- Firststrand Services Pvt Ltd. (South African Bank)

- Cosmos Maya
- Vardhaman Exports
- Supreme Industries
- Hindustan Times

**Worked with Ainab Consultancy Services as HR Recruiter from October 2018 till February 2019**

**Job Description:**

- Sourcing resumes from different job portals as per the requirement from the client company.
- Developing a good understanding of client companies, their industry, and their work culture and environment.
- Head-hunting - identifying and approaching suitable candidates.
- Briefing the candidate about the responsibilities, salary and benefits of the job in question.
- Requesting references and checking the suitability of applicants.
- Organizing interviews for candidate as requested by the client.
- Informing candidates about the results of their interviews.
- Reviewing recruitment policies to ensure effectiveness of selection techniques and recruitment program.

**Worked with Gebbs Healthcare Solutions for 3.9 years as Senior Analyst CB .**

**Job Description:**

- 1) Worked as Credit balance analyst.
- 2) It is used to analyze the patient account and according to solving credit balance.
- 3) Responsibilities include reviewing, preparing and processing credit balances.

**Achievements**

- Winner of Best actress in MSEB drama competition.
- Second rank in MSEB drama competition.
- Second rank in F.Y.BMS first semester.
- Star performer winner for 100% production quality in Gebbs Healthcare Solutions .
- 1<sup>st</sup> rank in Speech Competetion.

**Hobbies**

- Singing and Listening music.
- Sketching.
- Acting.

**Yours Faithfully,**  
Madhulata Parmar