

Ravina Khubani

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Objective

Highly effective Recruiter and Human Resource experience. Seeking an opportunity to increase my growth in good company. Having Exp in IT Non IT recruitment

Experience

- **Aegis Ltd**

May 2015-Jan 2016

CUSTOMER SERVICE REPRESENTATIVE

- . Answering Questions about a company's products and services related to internet issues, New Card, deactivation of card, Simcard changed and many more.
- . Assist Customers to solve the issues and troubleshooting technical issues
- . Handling customers Complaints via call and chat

- **E procurement technologies ltd**

14 Feb 2017-31st March 2020

TRAINING AND IMPLEMENTATION EXECUTIVE

- . Maintain and to check daily online Auctions on website
- . Create online Auctions
- . Training to bidders and bank officers in online auction platform
- . To maintain daily auction reports which needs to be shared with officers and bidders
- . Daily coordination between bank officers and bidders.

- **Freelancing**

1 April 2020-30 Sep 2020

FREELANCER RECRUITER

- . Conducting interviews and filtering candidates for open positions
- . Searching and sourcing candidates from database and social media like LinkedIn and Facebook
- . Creating job descriptions and posting on LinkedIn
- . Act as a Single point of contact till joining and to build the relations

- **Acute informatics pvt Ltd**

1 Oct 2020-31 August 2021

ASSOCIATE RECRUITER

- . Hands on experience in searching profiles through different job portals like Naukri, Monster, Indeed
- .Recruited for IT/Non IT recruitment
- Recruited from trainees, Juniors, Seniors,Teamlead, and top Management profiles Like AVP, VP, Director
- .Conducting interviews and filtering candidates for open positions
- . Searching and sourcing candidates from database and social media like LinkedIn and Facebook
- . Creating job descriptions and posting on different job boards
- . Act as a Single point of contact till joining and to build the relations .Onboard new employees in Company and for clients
- .Monitor and apply HR recruiting best practices
- .Provide analytical and well documented recruiting reports to the rest of the team
- Act as a point of contact

Industry worked for IT/ Non IT/ Banking Domain, Real estate Domain

- **Annet Group**

8 Sep 2021-Still working

HUMAN RESOURCE EXECUTIVE

- . To Daily work on open positions of company
- . Maintain the Database of Recruitment tracker
- . To hire from different job portals
- . To Recruit for all positions IT/ Non IT
- . To check company's Careers page
- . Documentation
- . Onboarding
- . Induction
- . Confirmation process

Hands on experience on different profiles with Trainees to management level like : (IT)Salesforce developer, Oracle database and Oracle DBA, SQL Developer, Drupal/laravel/PHP Developer, WordPress developer, AWS, Cloud, Cybersecurity, Java Developer, React native/JS etc
(Non IT) Sales executive, Business development, Business Development Manager,Tally, Helpdesk, Accounts, Receptionist,Yardi Functional, Functional Support for US, Peak functional support for US process.

Education

- **Gujarat University**

Bcom

GPA 65

Language

- English
- Hindi
- Gujarati

Professional Skills
<ul style="list-style-type: none">• Recruitment• Employee Relations• Induction• Confirmation process• Onboarding process

Hobbies
<ul style="list-style-type: none">• Dancing• Singing• Reading

Certifications
<ul style="list-style-type: none">• Tally Certified• Adobe Photoshop certified

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