

Ms. Bansari H. SHAH

HR Executive

Contact: +91-7600-668-290

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Application for the post of: HR Executive / Talent Acquisition Officer

Dear HR Manager,

I am writing to apply for the HR Executive / Talent Acquisition position with your esteemed company. I am a professional, currently working as a HR Executive at Communication Crafts and simultaneously pursuing an MBA degree in the field of Human Resource Management.

In my previous roles as Recruitment Specialist, I have overseen all the aspects of recruitment from sourcing until the closure for various industries like IT, BFSI, NBFC and Infrastructure. My through-out work experience has helped me to gain the excellent skills like negotiation, sourcing, interviewing, etc as a recruiter. Furthermore, I am highly organized with the ability to look ahead to what is needed in planning each step of a proposal. I also value communication and understand its importance in ensuring each player understands his or her role.

Furthermore, I have been applauded by employer for my ability to get the job done efficiently and professionally. I would love to bring my professionalism and experience to work as an HR Executive / Talent Acquisition Officer for your organization.

I hope to hear from you soon to arrange an interview in person. Thank you so much for your time and consideration.

Best,
Bansari Shah

CURRICULAM VITAE

Ms. Bansari H. Shah

Recruitment Specialist

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CAREER OBJECTIVE

- To keep abreast in the field of Human Resource and apply the latest skills to execute the endeavors while constantly upgrading my managerial, analytical, technical and interpersonal skills to fulfill the organizational goals.
- Seeking career growth decently in Recruitment/HR Generalist area.

EMPLOYMENT HISTORY

Communication Crafts (14/10/2019 – Present)

Designation: HR Executive

Industries: IT & Non IT

Roles and Responsibilities:

- Developing fair HR policies and ensuring employees understand and comply with them
- Experience with full-cycle recruiting
- Reviewing resumes and applications
- Conducting recruitment interviews and providing the necessary inputs during the hiring process
- Resolving grievances or queries that any of the employees have
- Coordinating with consultants and candidates for scheduling appointments with the management team for sourcing
- Conducting first round of telephonic interview for the candidates to schedule interviews.

AddRec Solutions Pvt Ltd (26/04/2018 – 13/07/2019)

Designation: Recruitment Specialist

Industries: IT, BFSI, NBFC and Infrastructure

Roles and Responsibilities:

- Taking care of end-to-end Recruitment right from understanding the client requirements till the closure.
- Sourcing the right candidates through various online portals
- Sourcing, Interviewing and Salary Negotiation
- Liaison between the candidates and the clients
- Hiring professional from junior to senior levels for various industries, while maintaining consistent relationship with each client.
- Expertise as a social recruiter through LinkedIn and other social media websites

PLATFORMS AND PORTALS

- **Sourcing:** Naukri, Monster, TimesJob, Indeed, GlassDoor, Careesma
- **Social Networking:** LinkedIn, Facebook
- **Computer Proficiency:** MS Office

EDUCATIONAL SUMMARY

Degrees

1. **MBA (HR)** - pursuing
2. **BBA** - 7.20 GPA - N.R. Institute of Business Administration, Gujarat
3. **H.S.C.** - 94.31% - G.H.S.E.B., Gujarat
4. **S.S.C.** - 65% - G.S.E.B., Gujarat

KEY SKILLS

- **End-to-end Recruitment**
- **Sourcing and Talent Acquisition**
- **Negotiation**
- **Interviewing**

PERSONAL PROFILE

- **DOB:** 12/09/1998
- **Gender:** Female
- **Marital Status:** Unmarried
- **Hobbies:** Dancing, Music, In-door Sports, Cooking

SALARY NEGOTIATION

- **Current Salary:** INR 22,000/-
- **Expected Salary:** INR 30,000/-

AVAILABILITY

- **Notice Period:** 45 days

REFERENCES

1. **Mrs. Bansari Patel** – Team Lead, AddRec Solutions Pvt Ltd
2. **Mr. Harsh Raval** – CTO, Juneberry Hub Pvt Ltd

DECLARATION

I, Bansari H. Shah, hereby consent that the above mentioned information are correct to my best knowledge.

Yours Faithfully,
Bansari Shah
(+91- 7600-668-290)

bansrishah27@gmail.co