

RESUME

Name- Sayali Jitendra Chandanshive

Masters of Business Administration (MBA)

Specialization: Human Resource

Contact no- 9970785896 / 9527955549



Career objective

To be associated with an organization which gives me an ample opportunity to explore my skills and experience in the direction of organizations growth as well as in my professional career.

Educational qualification

Degree	University/ Board	Institution	Year of passing	Specialization	Percentage
MBA	Savitribai Phule Pune University	Dr. D.Y. Patil School of Management, Pune	2020	Human Resource	8.5 CGPA
Graduation	Savitribai Phule Pune University	MES Garware College Of Commerce, Pune	2017	Human Resource	66.67
12 th	Maharasht ra Board	MES Garware College Of Commerce Pune	2014	Commerce	81.38
10 th	Maharasht ra Board	Late. Shree Vasant Vaidya school Pune	2012	–	86.91



Work Experience

1. Position- Trainee Recruiter

Currently working (24th Feb. 2020)

Organisation- Intelliswift Software Pvt. Ltd. Pune.

Role-

1. Talent acquisition
2. Recruitment for US clients (Google, Apple, Facebook)
3. Resume screening and shortlisting
4. Telephonic Interview

2. Position- HR Officer

Organisation- Westside(Tata Trent Ltd.)

(20 May 2017 – 05 2018)

Role-

1. Coordinating the team and activities
2. Recruitment through various external and internal sources
3. Understanding the manpower Requirements and communicating the same.
4. External sources(referral)
5. Telephonic screening
6. Lining up candidates
7. Interview coordination and face to face screening round
8. Joining formalities

Summer internship details (May-July2019)

Name of Organization: Genius Consultants Limited, Pune.

Learning:

1. Compensation management of Genius Consultant.
2. Operation Management
3. Recruitment for client
4. Sceduling the interview amd coordinating

Co-curricular activities

1. Sports program organizer
2. Cultural program Organizing core committee
3. Coordinator of National and state conference in college
4. Private tutor (4 years)



Computer skills

- MSEcel advanced course 2018
- MSCIT 2014
- Powerpoint
- Tally ERP9

Project work

1. "A STUDY ON TRAINING AND DEVELOPMENT at Oasis Engineering Pvt. Ltd.
2. " A STUDY ON COMPENSATION MANAGEMENT" at Genius Consultants ltd.
3. " DISSERTATION REPORT ON ORGANISATION POLICIES" at Genius Consultants Ltd.

Personal information

Date of birth	19/05/1997
Language proficiency	Marathi, English, Hindi
Hobbies	Painting, cooking
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Native place	Sinhagad Road Pune