

YOGESH PAWAR



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D.O.B: 04th April 2020

Career Objective:

To acquire a challenging position in a reputed organization where my skills are valued and can benefit the organization.

Educational Qualification:

BBM – Bachelor in Business Management (affiliated to Gulbarga University, Kalaburagi), from Vivekanand Institute of Management & Technology, (Persuing 4th Semester).

Batch: 2019 – 2022

Education	University/College Name	Year of Passing	Result %
10 th	Karnataka Secondary Examination Education Board	2017	61.12%
12 th	Department of Pre University Education, Karnataka	2019	45.66%

Internship Project:

Company: Horcrux Management Services (OPC) Private Limited, Pune.

Project Title: Study of various departments within organization.

Duration: 09th September 2019 to 26th October 20

Project Profile:

- Thorough Understanding of Various Departments like Human Resource, Recruitment, Business Development.
- Understanding team's activity to perform the given task.
- To know the flow of communication takes place within and between the team.
- Team performs task to achieve the shared result.
- Understanding company's policy making and the activities to achieve the desired result.

Computer Proficiency:

- MS Office

Work Experience:

Company: Horcrux Management Services (OPC) Private Limited, Pune.

Designation: Human Resource - Recruiter.

Duration: 24th February 2020 to 16th January 2021

Job Responsibilities:

- Performing end to end recruitment activities.
- Preparing individual plan of action to perform given task.
- Sourcing candidates profile through naukri.com
- Posting jobs on naukri.com to attract candidate's resume.
- Shortlisted candidates profile and calling relevant candidates.
- Scheduling interviews as per candidate's suitability.
- Following up with client as well as candidates.
- Verifying documents and completing their on-boarding formalities.
- Post joining follow up on a monthly basis.

Hobbies:

- Dancing
- Cooking
- Performing Creative Arts

Languages Known:

- English
- Hindi
- Kannada

Declaration:

I hereby declare that the information provided by me is true to the best of my knowledge and belief.

Yogesh Pawar

Date:

Place: Pune