

RESUME

Snehal R. Tople

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Permanent Address:

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Personal Data:

Spouse Name:

Mr. Roshan D. Tople

Date of Birth : 29-02-1988

Sex : Female.

Religion : Hindu

Nationality : Indian.

Marital Status : Married.

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Career Objective

"To get a professional and growth oriented job in a reputed firm where I could work with determination & dedication thus aiming to grow with the organization."

Experience Summary

Company : OCMC Jobs

Duration : 11th October-2011 to 31st Apr 2013

Designation : HR Executive

Responsibility :

- Involve into complete life cycle of recruitment like sourcing, screening, preliminary interview, negotiation and joining formalities.
- Searching suitable resumes as per clients and internal requirement through various sources like job portal, existing database, referrals and social contacts.
- Extract all mandatory information's which are needed for further process.
- Managing all aspects of the hiring process including preliminary Telephonic Interviews, prescreening resumes.
- Sourcing the resumes with all mandatory details like years of experience, CTC details, notice period, skills, and qualification.
- Scheduling the interviews of short listed candidates and educate them about interview process.
- Involve in salary negotiation to keep lucrative margin and to bring both client and the candidate to satisfying terms.
- Follow up to candidate till his joining and for references.
- Maintaining the MIS reports on weekly and monthly basis.

Also worked as a lecturer at Waghire college, Saswad for the period of August-2014 to March-2015.

Educational qualification

- Attained Master Degree Course in Business Management (M.B.A) from Rashtrasant Tukdoji maharaj Nagpur University in the year 2011 with 1st div.
- Attained Bachelor of Commerce with Computer Application (B.C.C.A) from Rashtrasant Tukdoji maharaj Nagpur University in the year 2009 with 1st div.
- Attained Higher Secondary Certificate examination (H.S.S.E) from Maharashtra state board in the year 2006 with 2nd div.
- Attained Secondary School certificate examination (S.C.C.E) from Maharashtra state board in the year 2004 with 2nd div.

Academic project detail:

[project1]

- Title: A study of assessment method of working capital requirement of Lloyd's steel.
- Description: it was a live project done in a steel industry during academic year of 2011 .it was study of an assessment of working capital requirement of Lloyds steel wardha.

[project2]

- Title: automation of medical shop
- Environment: VB, MS-Access
- Role: programmer
- Description: it is capable for maintaining all transaction on medical shop like selling and buying amount medicines, maintaining record of new stock of medicines in shop etc.

Summer training project

- Working on the working capital requirement of Lloyds steel as an intern in Lloyds steel, wardha during academic year of 2011

Technical skill

- Languages: c, vb
- Tally

Personal skill

- Adaptable & flexible to the circumstances.
- Excellent problem solving skills and a self starter.
- Takes initiative and works independently or as part of a group.

Specialization

- Finance and HRM

I hereby acknowledge that the above furnished details are true to the best of my knowledge
