RIKITA N. YADAV

Permanent Address: Ahmedabad.   MO   : 7046436993
Present Location: Ranip, Ahmedabad   Email.   :rikitarathod07@gmail.com

Obiective

To obtain challenging position in an organization that will allow me to utilize skills to the fullest and enhance my capabilities in team work to bring up growth for the self and the organization

EDUCATIONAL QUALIFICATIONS

Year	Course Studied	Name of the Institution / University	Major Subjects Studied	Grade Point/ Percentage
2012-13	MBA	Gujarat Technological University	HR	7.61(CPI)
2010-11	B.B.A	Gujarat University	Finance & HR	53
2008	12th	Gujarat Higher Secondary Board	Commerce	74.14
2006	10th	Gujarat Secondary Board	All compulsory subjects	75.29

SUMMER INTERNSHIP

Company	Project Title
ARVIND MIL PVT.	Working Capital Management

Course	Subject	Title of Project	Company
MBA	CP	A study on stress level among working women in education sector.	-
B.B.A 3	Finance		Comparative study on LIC and PVT insurance sector
B.B.A 2	HR		Hindustan COCA COLA beverages pvt. Ltd.
B.B.A 1	Grand report		Permeshwer steel pvt. Ltd.

Seminars/Workshop

- Attended a Faculty Development Program on "Pedagogy to Andragogy" at R. B. Institute of Management Studies
- Participated in a FDP on "Teaching Methods in B-schools" on 10th March 2012 at RBIMS

Experience {Total Experience: 7.6 Years}

1. **I had 2.0 Years' Experience as a HR Executive. (Recruitment) in Leoquest Consultancy Pvt Ltd . (June 2014 to Feb 2016)**

2. **Acute Informatics Pvt Ltd (Wipro Infotech, Handling Recruitment) {(March 2016 to April 2017)}**

- **Company Profile**:
- Responsible for the full Recruitment Life cycle for clients
- Sourcing the resumes from internet job portals like (Naukri.com and Timesjob.com) and from existing database & professional networking.
- Screening of resumes, short listing, and scrutinizing them.
- Scheduling interviews according to the candidate & client's requirement.
- Following up with the candidates until selection and joining.
- Negotiating the joining dates with the candidate once the offer is released and ensuring that they would join at the required time line to finalize the joining date.
- Handled Positions only at Senior & Middle Level Management
- Handling the recruitment of Mfg industries, Insurance, Advertising, It, Telecom etc.
- Handling the clients. Responsible for direct interaction with the HR Person, Line Manager, and even with the Regional Head of the respective client company.
  Handling a team of 6 and also responsible for handling a branch.

3. Chamunda Consultancy Services (Own Business of Recruitment)
(April 2017 to Dec 2020)

- Handling Team of HR Recruiter.
- Dealing with Client of IT & Non IT Company for recruitment services.
- Responsible for the full Recruitment Life cycle for clients
- Sourcing the resumes from internet job portals like (Naukri.com and Timesjob.com) and from existing database & professional networking.
- Screening of resumes, short listing, and scrutinizing them.
- Scheduling interviews according to the candidate & client's requirement.
- Following up with the candidates until selection and joining.
- Negotiating the joining dates with the candidate once the offer is released and ensuring that they would join at the required time line to finalize the joining date.
- Handled Positions only at Senior & Middle Level Management
- Handling the recruitment of Mfg industries, Insurance, Advertising, It, Telecom etc.
- Handling the clients. Responsible for direct interaction with the HR Person, Line Manager, and even with the Regional Head of the respective client company. Handling a team of 6 and also responsible for handling a branch.

4. Siyana Info Solutions Pvt Ltd. (from Dec 2020 July 2021)
5. Techcompose Solutions Pvt Ltd (Presently continue from July 2021 to till Present.

- Communicating with hiring managers to identify future job openings and the technical requirements for those jobs.

  - Writing job descriptions and posting to relevant media platforms.
  - Screening applicants for competency with the job requirements.
  - Arranging telephone, video, or in-person interviews.
  - Performing background and reference checks.
  - Presenting the resumes of the most suitable candidates to the hiring manager.
  - Offering job positions and completing the relevant paperwork.
  - Keeping track of all applicants as well as keeping applicants informed on the application process.
  - Forecasting recruitment budgets.
  - Handling all types of requirements like, Angular Developer, IOS Developer, Dot Net Developer, Power BI Developer, Android Developer, SEO Executive, Bench sales IT recruiter, SQL Developer, System Admin, React Js, Node Js, Mean Stack Developer, Mern Stack Developer, Java Developer, Python Developer, Flutter Developer, Full stack Developer etc…

Strengths

- Hard Working and Goal Oriented
- Good Communication skill and leadership qualities.
- Positive Attitude
- Analytical & Problem Solving Approach
- Eager to learn new technology
- Self Motivated
- Working in a Team
- Good Communication skill and leadership qualities.

PERSONAL DETAILS

Name   : Rikita N. Yadav
Date of Birth   : 20th July, 1991
Marital Status   : Married
Contact No.   : 9265488112 / 7046436993
Languages Known   : English, Hindi and Gujarati.

DECLARATION

I hereby affirm that the information in this document is accurate and true to the best of my knowledge.

Yours faithfully

RIKITA N. YADAV