

Jayshri Arun Tupe

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Objective

I seek challenging opportunities where I can fully use my skills for the success of the organization and where I can increase my scope of work in HR department.

Experience

Talent Acquisition Specialist

03/Feb/2023 - Present

Redbytes Software Pvt.Ltd

- Source potential candidates through online channels (e.g. social platforms and professional networks)
- Coordinate with hiring managers to identify staffing needs.
- Plan interview and selection procedure, including screening calls, assessments and in-person interviews.
- Assess candidate information, including resume and contact details using our Application tracking system.
- Organize job fairs and recruitment events.
- Coordinate with clients for interview schedule.

HR- Executive

03/May/2017 - 31/Jan/2023

JMK Infosoft Solutions Ltd.

- Assist the HR department into the recruitment process.
- Complete the Onboarding process.
- Enroll the resources on PF and ESIC portal.
- Handling the recruitment process for IT and Non IT resources.
- Coordinate with the MNC client Wipro and L&TFS for their PAN India requirements.
- Actively worked in recruitment and on boarding part for the Government Groups. (e.g. NIC, Election Dept, PMC).
- Maintain Audit Documents for Wipro client.

HR- Recruiter

01/Oct/2014 - 31/Dec/2014

IPD placement

- Source the daily candidate from various platforms like Naukri.com, Facebook, Walkin interview etc.
- Calling to the Different company's for Recruitment Tieup.

Back office Executive cum Councillor

12/Oct/2013 - 30/Sep/2014

Gaikwad Educational Group

- Councelling to the parents and students.
- Arrenge parents teachers meeting once in month.
- Worked as Team Lead in Student care dept.
- Coordinate with Director to update the exam schedule
- Mark attendance and update the marksheet in internal database.

Education

Course / Degree	School / University	Grade / Score	Year
SSC	Pune University	65%	2005
HSC	Dr.BAMU University	77.50%	2007
BCA in Computer Application	Dr. BAMU University	62.17%	2011
MBA in Human Resource	Deogiri College of Engineering engineering and Management Studies	70.87%	2013

Skills

1. MS-Office 2. Decision Making 3. Team building

Projects

Basic Study of All Departments of the company - Cosmo.Films Ltd

- Basic working Methods and Manpower requirements.
- Help to arrenge conference meeting
- Collect Basic job application forms