

RESUME

Rutuja Subhash Turak

OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

Human resources (Trainee) (24th April 2023 to 20th May 2024)
Aditya enterprise, Wakad, Pune (Aspire consulting group)

- Recruitment and Selection
- Screen through CV's and check fitment of candidates.
- Use job portals like LinkedIn, Indeed, Naukri, WorkIndia for searching •candidates. Payroll processing of 1000+ employees.
- Scheduling the interviews for the shortlisted candidates.
- Responsible for releasing Offer and Experience letters for the candidates.
- Preparation of monthly salary data, Salary slips, Paysheets.
- Creating PF & ESIC NO. of Employees

Contract labour and Manpower supply

- Creating Rate copy.

EDUCATION

SSC	2016
Maharashtra Board , Jalgaon	
76%	
HSC	2018
Maharashtra Board ,Jalgaon	
70%	
BBA (Bachelor of Business Administration)	2022
Tilak MH Vidyapeeth, Jalgaon	
68.27%	
MBA	2024
Savitribai Phule University ,Pune	
7.90 CGPA	

PROJECTS

Summer Internship Project (SIP)
Study of recruitment and selection process in Aditya Enterprise, Wakad, Pune

CONTACT

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PERSONAL DETAILS

Date of Birth : 25/03/2000

Marital Status : Unmarried

SKILLS

- Negotiation skill
- Work Ethic
- Onboarding
- Employee relations



ACHIEVEMENTS & AWARDS

•MS -CIT (2017) •Digital marketing
from EXCELR raising excellence (2023)
online course