

Mayuri Rastogi

To excel in the work environment where my skills, potential and knowledge could reach to the maximum, through ensuring team building and long-term relationship.



mayuricorp037@gmail.com



+91-6307093998



Aliganj, Lucknow, India



[linkedin.com/in/mayurirastogi5081401b8](https://www.linkedin.com/in/mayurirastogi5081401b8)

SKILLS

Resdex (Naukri)

Sourcing & Screening resume

MS Office

Outlook

Problem Solving

Employee Relations

Critical Thinking

Intern Shala

EXPERIENCE

Researcher

(Non IT Recruiter)

Aaviah People's Network Company

December 2022 – Present.

Lucknow, Uttar Pradesh

Responsibilities

- Source and recruit candidates through job portals like Naukri, LinkedIn, etc.
- Creating job description according to client's requirement.
- Screening of resumes, conducting telephonic interviews of candidates to validate candidates according to client's requirement.
- Hiring for Non-Tech roles.
- Client handling by coordinating with team, salary negotiation and providing training to new employees.
- Taking feedback and follow up till joining, handling end to end recruitment cycle.
- Conducted preliminary Interviews with identified candidates.
- Maintained and updating records related to Recruitment.

Accounts Executive

Schach Engineers Pvt. Ltd.

Sept 2021 – February 2022

Mumbai

Responsibilities

- Coordinated with different departments for timely delivery and pick up of products.
- Preparing quotations and invoices, maintaining monthly sales report and payment follow up.
- Ensuring all entries of leads in CRM and attending inquiry calls

EDUCATIONAL QUALIFICATIONS

Bachelor's of Commerce

Lucknow University

2017 - 2020, Lucknow, Uttar Pradesh

Intermediate

Career Convent College (ICSE Board)

2016 - 2017 Lucknow, Uttar Pradesh

LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

INTERESTS

Mandala Making

Photography

ACHIEVEMENTS

- Certified by Google for completing "Fundamentals of Digital Marketing."
- Won 3rd prize in Collage Making competition held in Sanskriti Fest in Lucknow University.

CERTIFICATIONS

- Advance Diploma in Computer Application (ADCA) .
- MS Excel workshop certification by Microsoft certified trainer 'Jatan Shah' .
- Office Administration course from ICICI Academy for skills.