



# HRISHITA MELWANI

## CURRICULAM VITAE

### CAREER OBJECTIVE

To join an organization which provides a good opportunity for progression, where with my perseverance, I can excel personally and professionally.

### WORK EXPERIENCE

#### BUSINESS DEVELOPMENT MANAGER

PERCS (RECRUITMENT AND CORPORATE TRAINING) |  
DECEMBER 2017 - MAY 2018

- Generating leads for business
- Maintaining client relationships
- Assistance in negotiations
- Managing PAN India clients
- Identifying and giving ideas in areas of improvement

#### H.R. EXECUTIVE

A.R. PLACEMENTS

NOVEMBER 2022 - PRESENT

- Talent acquisitions including shortlisting resumes, shortlisting candidates for interviews
- Followup on interview process status and update records in internal database for future requirements
- Creating job postings and judging applicants based on their knowledge, skills, abilities, and other characteristics from online sites like LinkedIn, Naukri.com etc.
- Assistance in reference checks

### STRENGTHS

- Quick Learner
- Team Player
- Self Motivated

### EDUCATION

- **Degree:** Bachelor of Commerce
- **Board /University:** University of Mumbai (M.M.K College, Bandra)
- **Graduation Year:** 2006

### CERTIFICATIONS

- Currently pursuing PGDM from Welingkar Institute of Management.
- Completed a course in Event Management from NIEM
- Completed a course in Personality Development and Public Speaking from The Personality School.

### DETAILS

**Nationality :** Indian

**Permanent Address (India) :** Mumbai.

**Languages Spoken Known :** English, Hindi and Sindhi

**Languages Written Known :** English and Hindi

### CONTACT

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