

RASHMI

Recruitment & Consultant Executive

✉ rashmi21.sj@gmail.com

☎ +91 9540111602

🌐 LinkedIn

EDUCATION

Professional Human Resource Management

Human Resource

Nadia Training Institute LLC

📅 2021 - 2021

📍 Dubai, United Arab Emirates

Master's of Commerce

Commerce

Indira Gandhi National Open University

📅 2017 - 2019

Bachelor's of Commerce

University of Delhi

📅 2014 - 2017

SKILLS

Microsoft Excel

Microsoft Word

CAREER OBJECTIVE

A Self-motivated professional with experience in compliance and accounts back-end. Seeking a career in human resources to start as a fresher and gain practical work experience and knowledge to make a significant contribution to the growth of the organization and grow parallel with it.

WORK EXPERIENCE

Recruitment & Consultant Executive

BUSINESS UMBRELLA

📅 Jun 2021 - current

📍 Dubai, UAE

- Leveraged social media platforms and online job boards to advertise open positions and engage with potential candidates

Back-end Executive

BENNETT COLEMAN & CO. LTD

📅 May 2019 - Feb 2021

📍 Noida, India

- Preparing monthly bill annexure and outstanding reports for the vendors.
- Handling cash and cheque payments and maintaining the payment record in SAP.
- Maintaining billing of unsold of magazines in SAP.

Compliance Associate

ENTERSLICE FINTECH PRIVATE LIMITED

📅 Aug 2018 - Apr 2019

📍 Noida, India

- Preparing drafts for the company formation work and for the compliances of directors.
- Preparing documents related company capital like increase in capital and allotment of shares.