



YASHVI MISTRY



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Career Objective: To begin my career in HR by joining a company that values innovation and employee development, while providing opportunities to enhance my skills in talent acquisition and workforce management. Seeking an entry-level HR position where I can apply my knowledge of recruitment, employee relations, and HR policies to support the organization's goals and foster a positive workplace environment.

Education:

Post Graduate Diploma in Management (2024-26 Batch) - Pursuing

MKES Institute of Management Studies & Research

Specialisation: HR

AICTE Approved 2-year Full Time programme

Bachelor of Management Studies in HR - CGPA: 8.06 CGPA

KES Shroff College of Arts & Commerce, Mumbai (April 2023)

- **Relevant Coursework:** [Recruitment & Selection, HRM, Operational Research, Organizational Behaviour]

Higher Secondary Education (12th) - Percentage- 72.62%

Thakur Vidhya Mandir High School & Junior College, Mumbai (February 2020)

Secondary School Education (10th) - Percentage- 61.80%

Swami Vivekanand International School & Junior College, Mumbai (March 2018)

Skills:

- **Technical Skills:** Ms Excel, Ms Word, PowerPoint.
- **Soft Skills:** Communication, Problem solving, Quick Learner, Time Management.
- **Languages:** [English, Hindi, Gujarati]

Work Experience:

Corporate Manpower Services India

3 Months – April 2024 – July 2024

Designation: HR Recruiter

Job description:

- 1 Sourced and screened candidates using diverse channels, including job boards, social media, referrals, and direct outreach.
- 2 Conducted interviews, coordinated hiring processes, and facilitated seamless communication between candidates and hiring managers.
- 3 Managed the complete recruitment cycle, including sourcing, screening, interviewing, and onboarding candidates across various levels and functions.
- 4 Identified and attracted top talent using job boards, social media platforms, employee referrals, and recruitment networks.

Summer Internship Project (SIP)

15th May 2025 – 15th July 2025

Company Name: Wehire Talent Solutions

Topic: HR Internship

Description: Supported end-to-end recruitment for customer service, sales, and collections roles.

Managed job postings, sourcing candidates, screening resumes, and conducting telephonic interviews.

Coordinated with hiring managers for requirements and scheduled interviews accordingly.

Assisted in onboarding and maintained candidate databases for smooth hiring processes.

Academic Projects:

Black Book: Study on Training & Development in IT Industry

A.Y. 2022-2023

Description: The IT sector is one of the most dynamic industries, constantly evolving with technological advancements and innovations. Training and development play a critical role in keeping IT professionals updated with the latest skills, tools, and methodologies. This black book explores the significance of training and development in the IT sector, highlighting strategies, techniques, and outcomes that contribute to organizational and employee growth.

Anand Dham- Aastha Charitable Trust (SHARE Project)

25th Nov 2024 – 7th Dec 2024

Topic: Create HR Policy for employees and complete the appointment process for each employee and Data management of the organization.

Description: Recognizing the importance of data-driven decision-making and strong human resource frameworks, the NGO works to improve organizational efficiency, accountability, and compliance in the social sector. Supporting NGO in gathering, processing, and interpreting data to measure the impact of their programs and identify areas of improvement.

Achievements:

- Completed Certification of MS Excel A.Y 2020-21.
- Completed Certification of Investment in Financial Markets based on Technical Analysis A.Y 2020-21.
- Completed Certification of Basics in Economics A.Y. 2021-22.
- Completed Certification of Data Warehousing and Business Intelligence A.Y. 2021-22.

Extracurricular Activities:

- Management Premiere League (MPL): Participated in a competitive event involving interesting management games, CSR activities, team-based skit, team work & organizational skills.
- Volunteer- Job Fair (2024): Contributed to coordinating activities, ensuring smooth operations, and providing guidance to participants of Job Fair.