



# RINKAL WADHWANI

CERTIFIED HUMAN RESOURCES  
GENERALIST

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## CAREER OBJECTIVE

To thrive and cultivate in an organization wherein I am made able to marshal my knowledge, skills and abilities with the vanity, fame and triumph of the workplace.

## MY EXPERTISE

- Strong soft skills and Effective communication.
- Team leading, motivation and emotional intelligence.
- Productive Recruitment and Counseling.

## PERSONAL DETAILS

DOB : 03rd October 1997

Languages Known- Hindi, English, French.

Father's Name : Mr. Jagdish Wadhvani

Mother's Name : Mrs. Hema Wadhvani

## EXPERIENCE AND TRAININGS

### IFortis Corporate | May 2021-Present

- Planning and developing recruitment strategy, followed by selection and onboarding.
- Updating employee records with new hire information, screening resumes and scheduling interviews.
- Leadership, communication, discipline and teamwork.
- Event management, Branding and Public speaking.

### Middle Earth HR | Dec 2020- March 2021

Certified Human Resource Generalist

### Influx sourcing | July 2020-Aug 2020

- Effective recruitment.
- Screening and shortlisting candidates.
- Scheduling Interviews.
- Counseling.

## EDUCATION

### Institute of Management studies - Devi Ahilya Vishwavidyalaya, Indore

Masters of Business Administration (Human Resources)

### Devi Ahilya Vishwavidyalaya, Indore - 2018

BSC (BIOTECHNOLOGY) secured 82.59%.

### Higher secondary - 2015

12th ISC Board secured 84.40%.

### Senior secondary - 2013

10th ICSE Board secured 74.50%

## Additional Proficiencies

- Critical Thinking for Better Judgement and Decision-making by LinkedIn Learning.
- People Management- course of study by IIM Bangalore.
- Research Project- A Study of Emotional Intelligence at Workplace.
- HR Training by SafeEducate.
- Soft Skills Development by TCS iON.
- B1 masters level in French language by Alliance Francaise d'Indore.
- Computer knowledge- Basics of Microsoft Suite (Word, Power Point, Excel)

## Achievements and Co-curricular Activities

- Worked as head volunteer at International French Summit 2018.
- Operations coordinator at Gramiskha (2017).
- College topper for three consecutive years.
- University 3rd rank holder(BSc).