

PRANJALI DIXIT
HR & MARKETING PROFESSIONAL
CELL: 7999522872
MAIL: pranjalidixit21@gmail.com
[LinkedIn profile: Pranjali Dixit | LinkedIn](#)

SUMMARY

Passionate, self-motivated, and hardworking postgraduate with experience in the HR & Marketing field seeking an opportunity to work in a challenging environment to prove the skills of my respected field and utilize my knowledge for the growth of the organization.

CORE COMPETENCIES

- Motivated, well-disciplined individual
- Finds joy in assisting others
- Innovative thinking & Team player
- Quick learner & Flexible Employee
- Training and Development
- Best Recruiting Practices

SKILLS

- MS OFFICE
- LEADERSHIP
- MARKETING
- RECURITNG (HR)
- TALLY
- VISUAL BASIC
- SQL
- INTERNET APPLICATION

CERTIFICATE

- MS EXCEL
- DIGITAL MARKETING
- MARKETING AND LEADERSHIP
- STOCK MARKET BEGINEER MODULE
- BANKING MODULE
- INTRODUCTION TO DATA SCIENCE
- DATA SCIENCE METHODOLOGY

LINKEDIN BAGDE

- MS EXCEL
- MS POWERPOINT
- FRONT-END DEVELOPER (BEGINEER)

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PROFESSIONAL SUMMARY

TALENT ACQUISITION RECRUITER

INFOCODEC SOLUTION INC (BRAMPTON, ON, CANADA)

OCT 2021 – PRESENT

RESPONSIBILITIES –

- Perform the role of talent recruiter which help in hiring best out of the best.
- Capture the market of Canada and USA side.
- Lead new talent acquisition and recruitment processes for over 50 new full-time/contract hires.
- Conduct preliminary interviews with recruits to gauge interest, personality, and salary requirements
- Market the candidate through Bench sales process.
- Handles the daily administrative and HR duties of an organization
- Collaborated with leadership on recruitment strategies, development plans, performance management, and employee engagement
- Coordinate communication with candidates and schedule interviews.
- Ensure proper onboarding for new hires and the necessary paperwork is completed promptly and accurately
- Coordinate in HR projects (meetings, training, surveys, etc.) and take minutes.
- Assist HR managers with recruitment, record maintenance, and payroll processing, and provide clerical support to all employees.
- Assist in remarkable conflict management and decision-making skills with a solid understanding of employee relationships, staffing management, and benefits administration.
- Assist our recruiters to source candidates and update our database
- Provide clerical and administrative support to Human Resources executives.

TECHNICAL RECRUITER

INFOCODEC SOLUTION INC. (BRAMPTON, ON, CANADA)

JUNE 2021 – OCT 2021

RESPONSEIBLITIES –

- Perform the role of technical recruiter which help in staffing of technical people.

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- Capture the market of Canada, USA and India side.
- Meet with Human Resources to have a full-scale understanding of hiring needs and available positions within the company
- Actively work toward building a diverse and qualified tech team to support the organization
- Participate in meetings with hiring managers to determine vacant tech-related positions and the preferred attributes for potential hires.
- Cater the allotted market with Ed-tech goods.
- Using standardized screening techniques, Assess the skills, qualifications, and experience of hopeful candidates
- Provide feedback to management about details regarding application.

SALES MANAGER

WHITEHAT JR. (MUMBAI, MAHARASTRA, INDIA)

MAY 2021 – JUNE 2021

RESPONSEIBILITIES -

- Assist the sales teams to achieve long-term sales success and build new strategies for marketing the product.
- Capture the Indian market of students from 1 – 12.
- Take the track of these sales goals and forecast them.
- Also sell the product to the customer via telephonic conversation.
- Build a good customer base for our product and organization.
- Market the ED-tech product to the customer.
- Lead the company ed-tech product in the market by selling it to customers.
- Directed the launch of a campaign for a new platform.
- Developed a comprehensive paid acquisition strategy across Google, Facebook, and industry newsletters.
- Oversee the management and coordination of overall organizational sales as we have given the set to ensure all sales activities align with the sales goals.

MARKETING ASSISTANT

FAST CAREER CA CONSULATNCY FIRM (INDORE, M.P, INDIA)

SEPT 2020 – FEB 2021

REPONSIBILITIES -

- Extensive outbound cold calling via the phone, generating mail, campaigns, and developing referrals with all the screening and masking of the CA portfolio.

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- Selling the product of my company as my company is Edu tech related to CA and exams.
- Arranged the test series and do the meeting with renowned CA's.
- Build the marketing base of Chartered Accountant for our series and product.
- Connect with them and recruit them for our company.
- Connect with the candidates who are aspiring to become CA and help them to join the roles.
- Advised team of sales consultants in learning ultrasound technology and industry, developing sales strategies, and negotiating packages for healthcare institutions and clients.

HR ASSISTANT

FAST CAREER CA CONSULTANCY FIRM (INDORE, M.P, INDIA)

AUG 2019 – SEPT 2019

RESPONSIBILITIES –

- Coordination of applicants, conduction of job interviews, and preparation of following the steps.
- Introduction of new staff into their work environment
- Conducting research about best practices and current salaries on the respective market
- Assistance in the employee evaluation and processing of employees' issues.
- Work with the candidates to place them into the perfect company.
- Identified gaps in the interview funnel and recommended proactive changes that improved average time-to-hire.
- Conducted employee onboarding and helped organization for the training and development initiatives.

PAPER PRESENTED

Presented the research paper on "***STUDY OF IMPACT OF EMPLOYEES ATTITUDE***" at St. Paul Institute of Professional Studies. It is held in 2019 with various start-up managers and directors, Businesspeople of renowned companies, and my other fellow presenter for different areas.

PROJECTS

- PRODUCT PROFILE OF APPLE (2019)
- BUSINESS MODEL OF OLA (2019)

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- BUSINESS ELEMENT OF TRAVELGURU.COM (2018)
- IMPACT OF TRAINING AND DEVELOPMENT ON PRODUCTIVITY (2017)
- BUSINESS ANALYTICS OF SAMSUNG (2016)
- WELCOMING START-UP (2016)

ACADEMIC HISTORY

INDORE INSTITUTE OF MANAGEMENT AND RESEARCH | DAVV UNIVERSITY

MASTER OF BUSINESS ADMINISTRATION | BATCH 2020

- Dual specialization in HR and Marketing
- Scored 70%
- College topper (top 10)
- Nominated for Leader of the Management community

CHAEMLI DEVI INSTITUTE OF PROFESSIONAL STUDIES | DAVV UNIVERSITY

BACHLOR OF BUSINESS ADMINISTRATION | BATCH 2017

- Single Specialization in Business professional
- Scored 70%
- College topper (top 10)
- Selected for Class Leader in 2016

HOBBIES

- PHOTOGRAPHY
- DANCING
- READING & WRITING BOOKS
- TRAVELING
- EXPLORING NEW PEOPLE & CULTURE
- TAKING UP THE CHALLENGES

LANGUAGE

- ENGLISH - ADVANCE
- HINDI - ADVANCE
- MARATHI - INTERMEDIATE
- KOREAN – BEGINEER

To Whom It May Concern

This is to certify that Ms Pranjali Dixit worked as a HR Trainee in our company from 15th August 2019 to 30th September 2019 with our entire satisfaction. During her working period we found her a sincere, honest, hardworking, dedicated employee with professional attitude and very good job knowledge. She is amiable in nature and character is well. During the span, we found her punctual and hardworking person. Her learning powers are good and she picks up swiftly. Her feedback and evaluation proved that she learned keenly. We have no objection to allow her in any better position and have no liabilities in our company.

We wish her a bright future ahead.

Sincerely,

Fast Career Consultants Private Limited

A handwritten signature in blue ink, appearing to be "Pranjali Dixit", is written over a faint circular stamp.

Authorized Signatory

Date: 30th September 2019

Fast Career Consultants Private Limited

Address: M-2 Trade Centre, South Tukoganj, Indore 452001

CIN : U74140MP2008PTC020355

Presence at: Indore Mumbai Delhi Kolkata Chennai Bangalore Hyderabad Jaipur

Mob : + 91- 92000 67000, 92000 79000, 9826023534, 9329882834 Ph : +91-4004200 Fax : +91 731 4071127, Web : www.fast-india.com

CERTIFICATE OF INTERNSHIP



This internship program certificate is proudly
awarded to

PRANJALI DIXIT

For her outstanding completion under HR internship
program at Infocodec Solutions INC
from July 2021 to October 2021.

Gagan josan
CEO

Bichismita Dash
HR HEAD

