

# Mayuri Rastogi

To excel in the work environment where my skills, potential and knowledge could reach to the maximum, through ensuring team building and long-term relationship.



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## SKILLS

Resdex (Naukri)

Sourcing & Screening resume

MS Office

Outlook

Problem Solving

Employee Relations

Critical Thinking

Intern Shala

## LANGUAGES

English  
Full Professional Proficiency

Hindi  
Native or Bilingual Proficiency

## INTERESTS

Mandala Making

Photography

## EXPERIENCE

### Researcher

#### (Non IT Recruiter)

#### Aaviah People's Network Company

December 2022 – Present.

Lucknow, Uttar Pradesh

##### Responsibilities

- Source and recruit candidates through job portals like Naukri, LinkedIn, etc.
- Creating job description according to client's requirement.
- Screening of resumes, conducting telephonic interviews of candidates to validate candidates according to client's requirement.
- Hiring for Non-Tech roles.
- Client handling by coordinating with team, salary negotiation and providing training to new employees.
- Taking feedback and follow up till joining, handling end to end recruitment cycle.
- Conducted preliminary Interviews with identified candidates.
- Maintained and updating records related to Recruitment.

### Accounts Executive

#### Schach Engineers Pvt. Ltd.

Sept 2021 – February 2022

Mumbai

##### Responsibilities

- Coordinated with different departments for timely delivery and pick up of products.
- Preparing quotations and invoices, maintaining monthly sales report and payment follow up.
- Ensuring all entries of leads in CRM and attending inquiry calls

## EDUCATIONAL QUALIFICATIONS

Bachelor's of Commerce  
Lucknow University  
2017 - 2020, Lucknow, Uttar Pradesh

Intermediate  
Career Convent College (ICSE Board)  
2016 - 2017 Lucknow, Uttar Pradesh

## ACHIEVEMENTS

- Certified by Google for completing "Fundamentals of Digital Marketing."
- Won 3rd prize in Collage Making competition held in Sanskriti Fest in Lucknow University.

## CERTIFICATIONS

- Advance Diploma in Computer Application (ADCA) .
- MS Excel workshop certification by Microsoft certified trainer 'Jatan Shah' .
- Office Administration course from ICICI Academy for skills.