

RESUME

PRANALI BOS.

House No- 1162, Yashwant Niwas,
Sec-14, Diwale, CBD Belapur,
Navi Mumbai 400614.
Mobile No.:+91 9930749779
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Profile Summary:

I am a UX/UI Designer. I can create clean App designs using Adobe photoshop and Illustrator. I can design technologically interesting web layouts with good user interface with clean and responsive websites.
Portfolio Link: <http://www.pranalibos.com>

• Skills:

Technical

- UX process (Foundation)
- UI Design (Usability)
- Mobile App Design
- Responsive web layout design
- Responsive Coding
- Photoshop, Illustrator
- -HTML 5, CSS3, Bootstrap 4

Non – Technical

Positive | team player | patient | dedicated | Multitasker

EDUCATIONAL QUALIFICATIONS:

No.	Exam	Board / University	Year of passing	Percentage	Class
1	T.Y Bsc.IT	Mumbai University	2013	67.55%	First
2	H.S.C. (Science)	Maharashtra Board	2009	53.67 %	Second
3	S.S.C.	Maharashtra Board	2007	68.30%	First

English Typing (40WPM)	Maharashtra Board	2010	50
Marathi Typing (30WPM)	Maharashtra Board	2011	60
MSC-IT	Maharashtra Board	2011	93

Completed Diploma in App Designer(UI / UX) from EDIT INSTITUTE (Dec 2018 to May 2019)

OBJECTIVE :

Seeking a position where my professional experience and education will allow me to make an immediate contribution as an integral part of a progressive company.

WORK EXPERIENCE:

- UI/UX Designer in “**Anema Softwares Inc.**” at Juinagar, Navi Mumbai from month August 2019 to till date.
- HR Executive in “**Times Plus Inc.**” at Vashi, Navi Mumbai from month Jan2014 to August 2014.
- HR Executive in “**A-Connexion Bpo Services Pvt Ltd.**” at Belapur, Navi Mumbai from month Jan2015 to Aug 2015.
- HR Executive in “**ACE Employment Services Pvt Ltd**” at Belapur, Navi Mumbai from month Mar2016 to Oct 2016.

Key Responsibilities

- Handling vendor recruitment process, screening the resume by evaluating the candidates through communication skills, experience, and based on Inhouse and client requirements.
 - Responsible to understand and analyze the requirements in different skill set categories.
 - Phone screen/profile, reference check, interviewing, scheduling, and processing of candidates.
 - Conducting Preliminary rounds of interview before putting the candidates to the clients.
 - Managing resumes and updating the database on regular basis.
 - Coordinating with the candidates and the Clients for interview schedules.
 - Following up with candidates till they are on-board.
 - Maintain candidates tracking sheet and Building References.
 - Maintaining complete database of CV's including inflow by augmenting relevant resumes on a monthly basis by various sources. Preparing candidates for interviewing with the clients by providing detailed information about business strategy, job descriptions and expectation.

PERSONAL DETAILS:

Name : Pranali Rahul Bos.
Date of Birth : 5th April, 1991
Passport No : N3779384
Marital Status : Married
Nationality : Indian
Language Known : Marathi, Hindi, English

INTERESTS:

- Travelling, Listening Music.

I hereby declare that, the information furnished above is correct to best of my knowledge & belief.

Place: Belapur

Date:

Mrs. Pranali Bos.