Mrs. Pratibha Sawant (Kalkute)

**Contact No- 9011036861 Email Id-** [**pratibhasawantn@gmail.com**](mailto:pratibhasawantn@gmail.com)

**Seeking assignments in the field of HR Management with an organisation of repute**

**Profile:**

* **MBA** **(Human Resource Management)**
* Gained profound knowledge towards HR Management including **Recruitment .**
* Well versed with Lifecycle of Recruitment Process .
* Holds **Basic knowledge** on Payroll and **HR Generalist activities**.
* Ability to multi-task, work under tight deadlines and work with minimal supervision.
* Possesses excellent interpersonal, communication and organizational skills; comfortable interacting with multiple levels of organisation, management and staff.

**Knowledge Preview**:

Human Resource Management ,To Organized various Cultural Events, To worked As Internal Examiner Participated in SDP Programme , Internal Guide for HR Project.

Successfully completed practical Training on HR Practices from “ HR REMEDY INDIA”.

**Academics:**

**MBA (HR) from IICMR Collage Nigadi**

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| **Education Qualification** |

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| **Degree** | **Specialization** | **Institute/College/School** | **University/Board** | **Percentage** | **Year of Passing** |
| MBA | HR | IICMR Nigdi | Savitribai phule University of Pune | 62.23% | 2015 |
| BA | Political Science | Walchand College | Savitribaiphule University of Pune | 67.08% | 2002 |
| Std XII | ARTS | Walchand College | Savitribai phule Pune Board | 61.67% | 1999 |
| Std X |  | Chatrapati Vidhyalay | Pune Board | 51.60% | 1997 |

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| **INTERNSHIP & PROJECTS** |

Company - **RAVAR GROUP**

Title - A study on E- Recruitment process to search for prospective candidates

**RAVAR GROUP**

Overview - The project comprised study of Recruitment of the Employees.

**Working Experience**

* Dalcomp Technology India Privet LTD. Since15June 2015 to 15 November 2015 (Chinchwadgaon) pune. 5 Months as a HR Assistant.
* Shree Aanand Vidya Prasarak Mandals ,SANCHETI College of Arts ,Commerce & Science Thergaon Pune. Since **13/7/2015 to 21/12/2021** As a Assistant Professor of B.B.A.& BCA for Management Subjects.
* Total experience of teaching five years .

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| 1 | Human Resource Management | 6 | Supply chain & Logistic Management |
| 2 | Organizational Behavior | 7 | Principles Of Management |
| 3 | Business Ethics | 8 | Project &Planning Management |
| 4 | Industrial Relation & Labor Law | 9 | Principles marketing |
| 5 | Event Management | 10 | Personality Development |

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**IT Skill:**

Operating System ,Windows 2000 / XP / Vista, Window 7 ,MS-Office, MS-Excel, MSCIT , power point.

**Now I wants to gate update my Recruiting knowledge ( Work From Home).**

**Personal Dossier :**

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| Name : Mrs Pratibha Sawant (Kalkute) | Nationality         :   Indian |
| Date of Birth : 25 May 1982 | Religion :Hindu |
| Marital Status : Married | Cast : Open |
| Languages known: English ,Hindi& Marathi | Permanent Adress: Shree Gajanan H.S.B.-11 ,Juna Jakat Naka Chinchwadgaon Pune 33. |

**Declaration :**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

**Mrs. PRATIBHA SAWANT (Kalkute)**

Date: 17/07/2022