

Reference No.....



Prajakta Arun Ghorpade

Contact Information:

9082240148

Email Id:

ghorpade.prajakta@aimsr.edu.in

LinkedIn:

<https://www.linkedin.com/in/prajakta-ghorpade-ab9907224>

Permanent Address:

Cello decent Homes,
Palghar(east), Palghar.

Career Objective:

Seeking to challenge myself with new opportunities and create a lasting impact on the communication channels between management and employees utilizing my experience in managing critical function of HR Division.

Managerial Skills:

- Communication Skills
- Teamwork
- Time Management
- Strategic Thinking & Planning Abilities

Technical Competencies & Additional Certifications:

- MS-CIT
- Tally-ERP

Languages Known:

- Marathi
- Hindi
- English

Interests and Hobbies:

- Fitness
- Travelling
- Dancing

Academics

Course	Institute & University	Year of Passing	CGPA/ Percentage
MMS (HR)	University of Mumbai	2024	Pursuing
BMS (HR)	SDSM Collage, Palghar (University of Mumbai)	2022	7.8 CGPA
H.S.C	T.C.Collage, Baramati, Pune (Maharashtra state board)	2019	56.40%
S.S.C	Acharya Bhise Vidyalay (Maharashtra state board)	2017	79.40%

Corporate Exposure

Internship

Hire Glocal Consultancy

28th July 2022 – 29th October 2022

Designation: HR Recruiter

Job Profile:

- Understand the exact requirements of the company.
- Hiring and retaining talent for the organization ensuring cost optimization. (IT & non-IT)
- Source potential candidates from various online channels. (Naukari.com, Monster, Shine, Work India, Times job, Linkedn).
- Conduct regular follow up with managers and 20 clients determine effectiveness of recruiting plan and implementation.
- Call the candidates and schedule their interviews with the company.

Summer Internship


Synoptics technologies Ltd

9th May'2023 – 9th July 2023

Project Title: "Study of onboarding process at synoptics technologies for its clients"

Job Profile:

- Managed end-to-end onboarding process for 7 new employees.
- Step taken to retain talent for the organization.
- Liaison with Various departments to ensure timely completion of paperwork.
- Conducted orientation to introduce company policies, procedures & benefits to 7 employees.
- Successfully managed attendance records, payroll & accurate salary calculations for 7 employees.
- Conducted interviews for potential candidates, assessing their skills and cultural fit within the company.

 ADITYA INSTITUTE OF MANAGEMENT STUDIES AND RESEARCH CREATING EMPLOYABLE PROFESSIONALS	<h2>RESUME FORMAT</h2>	Department: Training, Placement & Alumni
		Format No: AIMSRR/TPA/RF/02
		Version: 00
		Date: 01.06.2022
R.M. Bhattad Road, Ram Nagar, Borivali (West), Mumbai – 400 092.		

Projects & Assignments

- Presentation on case study Titan Edge - beating the difference - December 2022
- Present Book Review on the one Minute Manager by Ken Blanchard & spencer Johnson - December 2022
- Project on study of Leadership styles on Work on TATA & Wipro's case study - April 2022

Co-Curricular Activities

- Won first place in chess competition in 7th,8th,9th & 10th Std in school.
- Won Second Place in Oration Competition in 10th std in School.
- Certified Expert in Judo karate with Purple Belt.