

Contact

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Top Skills

Back-End Web Development
Front-End Development
MySQL

Akash Karochi

Hr, Web Developer.
Nashik, Maharashtra, India

Summary

With an adept understanding of online data entry, my role as a Data Entry Operator at neel data pro it solutions has allowed me to contribute significantly to our team's data analysis initiatives. Previously, I honed these skills as a Data Entry Specialist at NEEL DATA PRO IT SOLUTIONS PRIVATE LIMITED, ensuring accurate and efficient data handling for seven months. Although my practical experience in the field underscores my commitment to precision and my core competencies, which I continuously apply to support and enhance our operations.

Experience

Telewave Services
Human Resources Recruiter
February 2025 - October 2025 (9 months)
Mumbai, Maharashtra, India

My tasks was

- 1) Searching for candidates through job boards, Networking.
- 2) Onboarding:- Ensuring new hires have everything they need to hit the ground running on day one.

Essential Recruitment
Human Resources Specialist
July 2024 - January 2025 (7 months)
Mumbai, Maharashtra, India

My task as an Hr at Essential Recruitment was

- 1) Sourcing: Hunting for candidates through job boards, LinkedIn, and networking.
- 2) Vetting: Conducting initial screenings to ensure candidates have the right skills and cultural alignment.

3) Client Management: Acting as a bridge between a company's needs and a candidate's career goals.

4) Employee Relations & Compliance

Onboarding: Ensuring new hires have everything they need to hit the ground running on day one.

5) Policy Management: Keeping up with labor laws and internal company standards.

Conflict Resolution: Playing the "neutral party" to solve workplace hitches before they become headaches.

6) Performance Reviews: Helping employees map out their growth.

7) Culture Building: Organizing team events or wellness programs to keep morale high in a high-pressure industry.

NEEL DATA PRO IT SOLUTIONS PRIVATE LIMITED

Data Entry Specialist

April 2023 - October 2023 (7 months)

Raipur, Chhattisgarh, India

My main responsibilities included:

Daily data management — I organized files, logged new input, regularly updated databases, and tracked incoming documents for timely processing .

Quality assurance — I conducted self-checks to catch and correct errors or inconsistencies, maintaining high data integrity.

Collaboration & communication — Working with team leads and supervisors, I clarified ambiguous entries and aligned on data entry standards.

Tool usage — I leveraged MS#Excel and internal software tools for efficient data entry, backups, and documentation management; this supported broader company services like document security and storage solutions

NbliK

Project Manager

August 2022 - January 2023 (6 months)

LukUp

Human Resources Intern

January 2022 - July 2022 (7 months)

As a Human Resource Intern at Lukup, I supported the HR team in various administrative and strategic functions. My responsibilities included:

- Assisting in end-to-end recruitment processes, from sourcing candidates to scheduling interviews.
- Updating and maintaining employee records and HR databases.
- Supporting onboarding processes for new hires, including document verification and orientation planning.
- Coordinating internal communications and employee engagement initiatives.
- Assisting with payroll data collection and basic compliance tasks.
- Conducting research on HR best practices and contributing to policy development.

Education

Sandip University

bca, Computer Software Engineering · (2024 - 2027)