




# GAURI GAWADE

## OPERATIONS EXECUTIVE

 Thane

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 +91 7715896513

### SKILLS

- Talent Aquistion
- Research & Documentation
- Problem Solving
- Project Management
- Communication Skill
- Creativity
- Time Management

### EDUCATION

BACHELOR’S - COMPUTER  
SCIENCE

University of Mumbai

2020 - 2023

### LANGUAGES

English

Marathi

Hindi

### PROFILE

Experienced HR & Operations Manager skilled in **talent acquisition**, **employee relations**, and **process optimization**. Proven ability to **foster culture**, **drive operational efficiency**, and **implement strategic HR initiatives**.

### EXPERIENCE

Freelancer

2024    **CodeRealm**

- Identified and recruited skilled freelance talent aligned with CodeRealm's project needs.
- Thoroughly assessed technical abilities and cultural fit for seamless collaboration.
- Strategically matched freelancers to relevant projects, optimizing resource allocation.
- Monitored performance closely and provided timely feedback to ensure quality delivery.

Operation & HR Manager

2024    **The Robobox**

- Recruited 15+ teachers in 4 months.
- Implemented new HR initiatives for efficiency and employee satisfaction.
- Ensured smooth operations during key events like Bagless Days.
- Fostered a positive and productive work environment.
- Optimized HR and operational strategies, leading to improved team performance.

### REFERENCES

**Parth Nachane**

The Robobox  
therobobox.co  
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**Varun Bhole**

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