

# Lakshmi Ghosh

HR Admin

To work with an organization where I can use my knowledge and skills acquired during academic session to contribute for commerce as well as management for my individual growth and development



✉ lakshmighosh043@gmail.com

☎ 7083499483

📍 Pune, india

🌐 [linkedin.com/in/https://surl.li/atjmq](https://surl.li/atjmq)

## WORK EXPERIENCE

### HR Admin

Curiosity Automation OPC Private Limited –  
Currently Working

02/2025 - Present

Baramati

### HR Admin

GSINFOTECHVIS Private Limited

11/2023 - 11/2024

Baramati

### HR Admin & Digital Marketing

KAD Deshmukh Business Group

03/2023 - 08/2023

Baramati

### Junior HR Admin Internship

Ocean One Private Limited

09/2022 - 12/2022

Pune

### Digital Marketing (Internship)

Talentkatta.com

### Tele-Caller

HDFC Finance

Baramati

## EDUCATION

### MBA (Marketing, HR)

SAVITRIBAI PHULE PUNE UNIVERSITY

06/2021 - 06/2023

Baramati

### B. Com (Marketing)

SAVITRIBAI PHULE PUNE UNIVERSITY

06/2017 - 06/2020

Baramati

### HSC

MAHARASHTRA BOARD

06/2015 - 06/2017

Baramati

### SSC

MAHARASHTRA BOARD

06/2014 - 03/2015

Baramati

## SKILLS

Team building

Leadership

Good listener.

Communication Skills

Decision Making

having good planning and problem-solving skills

Self Confidence

ability to grasp things quickly.

## CERTIFICATES

- Completed BFSI course in ICT Academy Chennai.
- Completed MSA in Unigoal Institute Pune.
- Completed Summer Internship Program (SIP) in Human Resource (HR) From Ocean one Pvt. Ltd Pune.
- Completed Summer Internship Program (SIP) in Digital Marketing from Talentkatta.com Baramati.
- Appear Online Digital Marketing course in Avodha.com
- Completed Advance Excel Course in Bright Path Computer Center.

## ORGANIZATIONS

National Service Scheme

Reliance Foundation

## LANGUAGES

Marathi

Native or Bilingual Proficiency

Hindi

Full Professional Proficiency

English

Full Professional Proficiency

Malayalam

Native or Bilingual Proficiency

## INTERESTS

Reading Novels

Listening Music

Traveling

Watching Movies

Web series

Making handmade crafts

designing

editing