

PILLAI GOPI NEETU

Human Resource Executive

I aspire to join a company that fosters both professional and personal growth, enabling mutual development. I seek a dynamic and competitive environment where I can encounter new challenges and broaden my horizons. Additionally, I aim to gain practical experience in the field of HR.



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8169400748

Navi Mumbai, India

EDUCATION

Post Graduation Diploma in Management (HR)

Pillai Business School

06/2022 - Present

Panvel Navi Mumbai, Maharashtra
India

Bachelor of Management Studies

Karamveer Bhauroa Patil College, Vashi

06/2013 - 06/2016

Navi Mumbai, Maharashtra
India

WORK EXPERIENCE

HR Intern

Pillai Institute of Management studies and Research

01/2023 - 06/2023

Panvel Navi Mumbai, Maharashtra
India

Achievements/Tasks

- Cold Calling
- MoU Collaboration
- Interview Scheduling
- Admission process

Logistics Executive

Vakrangee Logistics Pvt. Ltd.

11/2017 - 11/2019

Mumbai, Maharashtra
India

Achievements/Tasks

- Maintaining Daily MIS.
- Arranging for pickup and deliveries of couriers (FedEx, Aramex & First flight, Blue Dart) booked by franchisees.
- Follow up and mail on a daily basis regarding pickup and deliveries of the shipment. escalating the concern issue and resolving the issue within the given TAT.
- Booking courier for domestics & international shipments.
- Scheduling pickup booked by franchisee.
- Providing training to franchisee of our courier booking portal.
- Follow up for activation after training to franchisee.

SKILLS

Leadership Skills

Teamwork

Quick Learner

Adaptability

Interpersonal Skill

Communication Skill

Problem Solving

PERSONAL PROJECTS

Trained 3000+ Vle's in Vakrangee Logistics Offline and Online

CERTIFICATES

HRBP (11/2023 - 02/2024)

Advance Excel and Aptitude Building

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Marathi

Full Professional Proficiency

Malayalam

Limited Working Proficiency

INTERESTS

Dancing

Cooking