

Rani Pawar

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Leetcode: [Ranipawar24](https://leetcode.com/Ranipawar24)

Education

Year	Degree/Examination	Institution/Board	CGPA/Percentage
2021	Bachelor of Engineering	Rajiv Gandhi Collage of Engineering, Nagpur	8.79/10.0
2015	Intermediate (Class XII)	Late Devkibai Bang English medium collage, Hingna, Nagpur	56.31%
2013	Matriculation (Class X)	Nehru Vidyalaya Hingna, Nagpur	70.92%

Experience

Ceinsys Tech Ltd | Junior Executive-HR

August 2021 - August 2022

Responsibility:

- Offer letter preparation/release and coordination with Candidates to release offer letter.
- Documents collection of New Joiners
- Onboarding, Documents screening.
- Deputation / Transfer Letters preparation and issue to employees.
- Co-ordination with IT team for generation of official mail id of New Joiners.
- Filling and Documentations.
- Biometric Registration.
- Maintaining Database of RMG and Employee headcount
- Registration of New Employees in Spine HR Software.

Internship and Certifications

Newton School | Trainee

October 2022 - Present

- Learning : Java , DSA, HTML, CSS, JavaScript, React.js, Bootstrap

Skills

Computer languages	HTML, CSS, Javascript, Java
Software Packages	Bootstrap
Additional Courses Taken	Data Structure
Soft Skills	Time management, Responsibility, Decision-making, Communication Skills, Creativity

Co-Curricular Activities

- Participated in "Haptics Robotics Arm" Workshop during IIT Bombay Techfest 2016-2017.
- Bagged first price in Mrs. Best Dress-up from Atlanta Collage Nagpur.