

Ankita Kapadnekar

B-14, Sukhshanti Apartments, Anandnagar road, Prahladnagar, Ahmednagar-380051
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CAREER OBJECTIVE:

- To hold a key position with a prestigious and growing oriented firm and aim at the maximum utilization of my management skills as well as enhance and sharpen my skills by contributing to the organization.
- Gaining exposure to all the gamut's of H.R & Management functions by seeking a valuable position in the firm.

PERSONAL DETAILS:

Full Name: Ankita Vasant Kapadnekar
Date of Birth: 25th December 1990
Gender: Female
Category: General
Marital status: Married
Nationality: Indian
Strengths: Confident, Excellent Grasping Power & Communication Skills
Languages Known: Gujarati, Hindi, English and Marathi

COMPUTER LITERACY:

- MS Office-Word, Excel, Power Point, MS Outlook, Yahoo, Google

EDUCATION QUALIFICATION:

DEGREE	BOARD/UNIVERSITY	YEAR	MARKS
PGD HR	Gujarat University	2012	B Grade
B.Com	Gujarat University	2011	51.00%
H.S.C	Gujarat University	2008	69.00%
S.S.C	Gujarat University	2006	63.29%

PROJECTS:

1 EMPLOYEES LEARNING ENHANCEMENT:

These projects enable me to learn about the various aspects of **CONTINUOUS LEARNING ENHANCEMENT IN EDUCATION SECTOR.**

2 RESERCH FOR ALSTOM LTD – CUR MODEL (CORPORATE UNIVERSITY RELATIONSHIP MODEL)

“Best possible way of establishing and maintaining connection with colleges.”

This research enables me to learn various things like campus recruitment, Campus Branding, and way of establishing connection with college.

WORK EXPERIENCE:

- 1. Currently working with Birla Sun Life Insurance (Payroll of Core Integra Consulting Services PVT LTD.) as an HR Executive, from 19th May' 2015 till date.**
 - Looking after Vendor management, Office administration, stock managing and housekeeping team.
 - Guiding new employees in Joining process and provide support to employee in various HR related Topics.
 - Coordinating with different departments.
 - Maintaining MIS - Master Files with all documents of each and every employee.
 - Preparing PPT, manuals, teasers, etc.
 - Keeps records of promotions, transfers, terminations and employee current statistics.

- 2. B'Rich Money Management Pvt. Ltd., Ahmedabad as a HR Admin Executive, From Aug 2014 to Mar 2015**
 - Handling Front Desk
 - Preparing MIS, maintaining filling, paper work, billing
 - Vendor management
 - Office Administration and Back Office Work.
 - Sourcing candidate for job portals and interviewing them.
 - Joining Formalities, Attendance maintaining and salary.
 - Employees engagement activities
 - Keeping employees document and filling.

- 3. Blossom Placements as a HR Executive, From March 2013 to Jul 2014**
 - Identifying and approaching suitable candidates through job portals and professional networking sites and if required were doing Headhunting also.
 - Completing the search of the candidate's database to find the right person for the employer's vacancy.
 - Receiving and reviewing the applications, managing and short listing of candidates.
 - Briefing the candidates about the responsibilities and benefits of the job in question.
 - Preparing Resumes and correspondence forward to clients in respects of suitable applicants.
 - Organizing Interviews and Negotiating pay, salary rates and finalizing the arrangements between clients and candidates.
 - **Industry Exposure:**
Real estate, IT, Pharma, Furniture, Cement, Petrochemical, Hospitality Heavy Engineering, Banking and Finance industry.

Place :

Date :

(Ankita Kapadnekar)