

ANIKET RATHOD

M B A (H R)



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PROFILE

killed multitasker with superior work ethic and good teamwork, problem-solving and organizational skills. Willing to take on any task to help team. Resolute and collaborator with hardworking and resourceful approach.

SKILLS

- Communication skills
- Time management and organizational skills
- Technology skills
- Emotional intelligence
- Darwin box, office, orangehrm
- Ability to work independently and in a team environment.

EXPERIENCE

HR TRAINEE

Deepak Nitrite

2023 - Present

- Assisted in the processing of payroll for employees, including reviewing timesheets, calculating wages, and preparing paychecks
- Assisted in the preparation of financial reports related to payroll and benefits, such as balance sheets, income statements, and tax filings

INTERNSHIP

IDMC LTD.

13-JUN TO 10- AUG

- Coordinated employee engagement activities, such as organizing team building events, training sessions, and recognition programs.
- Maintained accurate HR records and documentation, ensuring compliance with company policies and regulations.

PROJECT

GOV. IRMA UNIVERSITY

MAY-AUGUST 2022

- Assisted in the design and implementation of election surveys, such as pre-election and exit polls, voter registration, and candidate surveys.
- Conducted literature reviews and research on survey methods and techniques, and provided recommendations for survey improvements.

EDUCATION

MBA(HR)

Charusat University

2021 - 2023 6.94 CGPA

BBA(HR)

Charusat University

2018 - 2021 5.54 CGPA