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Executive Summary

A dynamic and motivated career – oriented individual having a record of generating and building relationships with an aim to make a difference in talent and striving to be one of the best in the field. Interested in building my career in a number of functions before specializing in a particular area.

Educational Qualifications

Name of the Organization	Program	CGPA/Percentage	Year
Masters in Business Administration in Human Resources, Sinhgad Management Institutes, Pune	MBA	Pursuing	2022-2024
Industrial training institute (Fashion designing)	ITI	86%	2021-2022
Bachelors of Computer Application in Vidya Bharati Mahavidyalaya , Amravati	BCA	68%	2018- 2021
Higher Secondary School Certificate in Science, Matoshri Vimlabai Deshmukh Amravati	HSC	45%	2016-2018
Secondary School Certificate, Holy Cross Marathi ,Highschool Amravati	SSC	70.20 %	2016

Professional Experience:

Internship:

RIMS (Rainbow Institute of Medical Sciences)

Sep – Nov, HR Intern

- Working With the HR & Facility Team
- Manage daily record of employees cross verifying performance of every employees , and also working with recruitment department to screening the Resume and onboarding employees, work on mednet software.
- Assist with various administrative tasks, such as recruitment procedure ,exit interview , and organizing documents
- To support in placing recruitment Ads on various links and print media .
- To complete exit process of employees with all his due to clearance and other formalities Interns often help with the recruitment process by screening resume, scheduling interviews , and participating in job fairs
- Maintaining and updating employees records and databases is a common responsibility
- To maintain daily attendance record of all employees and cross verifying
- To support in Biometric attendance calculating and preparing salary sheets

Skills:

MS Office | MS EXCEL | POWERPOINT | MS WORD |

- Ability to work under pressure and deliver desired results.
- High level of coordination between multiple tasks allotted.
- Good interpersonal skills with an ability to generate & build lasting relationships.
- Working to achieve targets in a set deadline
- Leadership
- Conflict Management
- Decision making

Extra-Curricular Activities:

- Actively participated in college fest at Sinhgad Campus wadgaon.
- Volunteering : Working for an NGO , Participation in Tree Plantation in Amravati.
- Achievements : Miss Perfect 2020 in Amravati

Professional Enhancement:

Projects : Fitness Application

Description : This project is for providing assistance in maintaining the records required for members .

MBA Project : Talent acquisition in management

Certifications

- TSCION Young Edge Professional
- Rubicon
- Great learning Human resource management
- Great learning Human resource Analysis

Languages :

English , Hindi , Marathi