





# Tejas Late

Human resources

 Pune, Maharashtra, India

 tjlate187@gmail.com

 <https://www.linkedin.com/in/tejas-late>

 +91 7972267412

 Male

## Career Objective

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Dedicated and highly motivated MBA graduate with a specialization in Human Resource Management seeking an entry-level HR position to apply academic knowledge and skills in a real-world environment. Eager to contribute to the success of an organization by effectively managing human capital and promoting a positive workplace culture.

## Profile Summary

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- Strong knowledge of fundamental concepts of Human resource management
- Understanding of various labour laws & Industrial Relations
- Sound knowledge of Recruitment, selection, Interviewing and onboarding process
- Knowledge of various job portals and networking sites
- Ability to post new positions, screening resumes and scheduling Interviews.
- Knowledge of Human Capital Management & HR Audit
- Strong knowledge of Training and Development processes

## Academics

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### Master of Business Administration (M.B.A.)

- [Savitribai Phule Pune University](#)
- 2021 – 2023
- CGPA – 8.19

### Bachelor of Engineering (B.E.)

- [Savitribai Phule Pune University](#)
- 2016 – 2020
- CGPA – 7.04

## Experience

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### HR Intern:

#### [Support and Care Humanity Foundation](#)

- Assisted in the recruitment process by screening resumes
- Contributed in the recruitment process by posting job openings, reviewing resumes
- Assisted in maintaining employee records & database

## HR Trainee:

### Ebixcash Global Services Pvt. Ltd

- Provided administrative support by managing employee records.
- Maintained accurate employee data in HR systems.
- Coordinated with onboarding team for new hires for providing smooth transition.
- Supported onboarding processes, including documentation, orientation and follow up.
- Scheduled interviews and coordinated with candidates and interviewers.

## Personal Skills

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- Have strong verbal and written communication skills.
- Ability to learn and acquire new knowledge and skills.
- Strong organizational and time management abilities.
- Able to work in diverse group of people.

## Technical Proficiency

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- **Microsoft office suite**  
Competency in using software such as Microsoft Word, Powerpoint, Excel for creating documents, spreadsheets & presentation.

## Skill Certification Courses

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### MS Excel virtual skills program

- JP Morgan Chase and CO

### Human Resources : Recruitment and Selection

- Open Learn University

### Strategic Human Resource Management

- Open Learn university

### Emotional intelligence

- Mindluster

## Extra-Curricular Activities

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- Participated in in National level seminar on Recruitment and Selection.
- Attended Human resource skills workshop at Tareeqa global solution.
- Attended workshop on role of HR in different industries, compensation and benefits.

## Self- Declaration

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"I hereby declare that the above particulars of facts and information stated are true, correct and complete to the best of my belief and knowledge."

Signature