

Vinod Nagesh Patil

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SUMMARY

Dedicated and adaptable professional with a proactive attitude and the ability to learn quickly. Strong work ethic and effective communication skills. Eager to contribute to a dynamic team and support organizational goals.

EXPERIENCE

Process Executive

Infosys BPM

Feb 2024 – April 2024, Pune

- Back Office
- Data Management

HR Trainee Intern

IFAS EduTech Pvt Ltd

May 2024 - June 2024, Pune

- Assisted in the recruitment process by screening resumes, conducting interviews and making recommendations.
- Created job postings and managed applicant tracking system database.
- Maintaining employee data.
- Reporting to HR head with reports at the end of the day.

HR Intern

Gadhinglaj Pharma L.L. P

June 2023 - August 2023, Gadhinglaj

- During my internship, I gained insight into different HR roles and responsibilities.
- I learned recruitment process.
- Manpower management in organization.
- Doing Day to day tasks.

PROJECTS

A study on occupational health and safety factors and its association with job satisfaction.

Gadhinglaj Pharma L.L.P • June 2023 – August 2023

- The project is based on occupational health and safety factors and job satisfaction. In the pharmaceutical firm, there are many cautious drugs and medicines present. For that employees have to use safety tools and materials for their health.

EDUCATION

Master of Business Administration in HR

Minor in Finance • Rani Channamma University, Belgavi • Belgavi, Karnataka • March 2024 • 6.4/10

Bachelor of Science in CS

Dr Ghali college, Gadhinglaj • Gadhinglaj, Maharashtra • 2021 • 7.94/10

- Awarded National scholarship full 3 years.

CERTIFICATIONS

Microsoft Excel

Udemy • 2024

- Certified in MS Excel.

Payroll Accounting in Excel

Infosys Lex • 2024

- Payroll accounting through MS Excel with raw data.

SKILLS

HR operations.

Recruitment.

Sourcing Candidates.

Microsoft Excel.

Employee Data Management.

