

Sufiyan Sirajudin Patel

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CAREER OBJECTIVE

- To Become successful profession in the field of human resource management and to work innovative And complete the environment.

EDUCATION

- Completed MBA from Yashwantrao Mohite Institute of Management, Malkapur, karad under Bharati Vidyapeeth Deemed to be University, Pune.
- Completed B.com from Sadguru Gadge Maharaj College Karad, under Shivaji University, Kolhapur.

PROJECT

- **Name :** A study on employee Recruitment process.
- **Company Name :** Sagareshwar Sahakari Soot Girni LTD. Kadegaon.
- **Duration :** 2 Months
- **My Role :** This study also focuses on the function of the selecting the right man at right job at right time and devise. Which is adopted in the company to ascertain. Whether the candidate's specification is matched with the job specification or not. The process the recruitment does not stop when it commences, it is dynamic actively. The purpose of it is provided and organization with pool of qualified candidate.

COURCES

- **Advance Human Resource Practical Course With Unique Vision Vaibhav Technical And Self Employment Training Foundation.**
- **Duration – 3 Months**
 - **Key Area –**

HR & Admin Management	Employee On boarding & Joining
Attendance Management	PMS
Payroll Management	Employee Engagement
Statutory Compliance	HR Budget
Recruitment & Selection	Employee welfare
Training & Development	

- **Advance MS-Excel & MIS Training Course**
- **Duration – 2 Months**
- **Key Areas –**

Vlookup & Hlookup	Pivot Table
Slicer	Macros
Conditional Formatting	If & Other Formulas

COMPUTER PROFICIENCY

- MS-Office : MS-Excel, MS-Word, MS-Power Point

EXTRA CURRICULAR

- Actively participated in HR meet International Seminar.
- Event Management in college Event (fresher's party, farewell party, sports event)

STRENGTHS

- Leadership
- Positive Attitude

HOBBIES

- Cricket
- Driving

PERSONAL DETAILS

- Full Name : Sufiyan Sirajuddin Patel
- Date Of Birth : 21st july 2000
- Gender : Male
- Marital Status : Unmarried
- Language Known : English, Hindi ,Marathi
- Permanent Address : A/P Kadegaon, Dist-Sangli, Tal-Kadegaon State-Maharashtra
- Pin Code : 415304

DECLARATION

“I hereby declare the above Information’s Are True To Best of My Knowledge.”

Place:

Date:

(Sufiyan Sirajuddin Patel)

