



BORATE POOJA SHIVAJI

Email Id: Itspooja7707@gmail.com

Mobile no: 9075027707

Career Objective -

Seeking a challenging and growth-oriented career where a can utilize my skills and knowledge with the opportunity for professional growth and to excel by contributing towards the achievement of organizational goals.

Work History - LIST Software Pvt Ltd Sangli, as people practices and leadership associate.

(May 2023 – Current)

- Manage all HR- related tasks for 100+ employee, including payroll processing, employee benefits program, documentation, interviewing, training and onboarding new recruits.
- Facilitated employee relations and conflicts resolution processes.
- Monitored employee performance provided feedback and coaching.

Skills -

- Payroll Management
- Recruitment
- HR Policies
- Interviewing
- Training
- Employee Relation
- Benefits Administration

Specialization-

- MBA (specialization)- Human Resource Management and Marketing Management. (BVDU,IMRDA Sangli)

Academic Details -

Course	Year of Passing	University/ Board	Percentages / CGPA
MBA-II	2023	Bharati Vidyapeeth University, Pune	9.42 CGPA
MBA-I	2022	BharatiVidyapeeth University, Pune	8.84 CGPA
B.SC(Cheistry)	2021	Shivaji University, Kolhapur	78.20%
HSC	2018	Kolhapur Board	50.00 %
SSC	2016	Kolhapur Board	78.20 %

Academic Projects -

- 1) A study on employee welfare measures at M.S.B.G. Chitale, Bhilawadi(MBA)

Personal Skill -

- Ability to establish team work.
- Ability to adjust in any work environment.
- Good communication and interpersonal skill

Internship-

- Summer internship at M.S.B.G. Chitale, Bhilawadi During MBA I

Personal Profile –

Name:	Borate Pooja Shivaji
Address:	Shirawade, Tal: Karad, Dist: Satara
Birth Date:	16/ 11/2000
Gender:	Female
Marital Status:	Unmarried
Known Languages:	English, Hindi, and Marathi.
Strength:	Positive attitude, Sincerity, Good leadership quality
Nationality:	Indian
Hobbies:	Cooking, Dancing, listening Music.

Declaration-

I hereby declare that the above written information is true to the best of my knowledge and belief.

Date:

Place:

(Miss. Borate Pooja Shivaji)