

RESUME

SHRUTIKA PRAMOD MATE

Contact Details

Permanent Address:

Personal Data:

At Post Marunji, Tal- Mulashi, Dist- Pune-411057.	Gender: Female DOB: 25/08/1999 Email Id: mateshrutika2@gmail.com Mob. No.: 7248978110
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Career Objectives

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge and leverage my learnings. To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

Professional Qualification

MBA – Master of Business Administration from Affiliated to **Alard Institute of Management Sciences, Savitribai Phule Pune University**, (AIMS) Batch 2022-2024.

Major – Human Resource

Semester	1st.	2nd	3rd	4th
Marks%	6.67/10 SGPA	7.47/10 SGPA	7.53/10SGPA	7.50/10 SGPA

Academic Records

Education	University/Board Name	Year of passing	Result
B.Voc	Nagpur University	2022	80.00%
H.S.C	Maharashtra State Board	2019	52.00%
S.S.C	CBSE Board	2017	81.00%

Computer Knowledge

- MS-OFFICE
- MS-EXCEL

Soft Skills

- Hard working personality
- Consistence performer
- Loyal person
- Team Player

Certifications

- Certification of Human Resource Management From Great Learning
- Certification course of Human Resource Management Concept By Gregg Learning

Summer Internship

Company Name : Efficacy Global sales Solution Pvt. Ltd. , Mumbai

Profile : Human Resource

Project Title : Recruitment And Selection

Duration : 2 Months

Key Learnings : 1) To Understand Human Resource Management
2) To Understand Recruitment And Selection

Hobbies

- Writing and Reading
- Cooking
- Listening Music

Declaration

I hereby declare that the information provided by me is true to the best of my knowledge and belief.

Date:

Place: Pune

Shrutika P. Mate