

To,

The Respected Officials,

Please accept the enclosed resume as an expression of interest in exploring employment opportunities with your organization.

I am a candidate worthy of consideration. I am well respected in my profession as an upstanding, hard-working individual who can be counted on to "get the job done."

I am very much interested to work in your organization. Surely my knowledge and skills will be put in action to satisfy your desired goals of organization. I would welcome an interviewing opportunity at your earliest convenience. Thank you for your time and consideration. I am certain that I can be a contributing member of your organization.

Thanking you,

With Regards,

Pratiksha Ramkishan Wattaamwar

pratiksharw2001@gmail.com

Enclosure: Resume

PRATIKSHA R.
WATTAMWAR

Contact

Information:

Address: Vasu
Nivas, First floor
Anant Nagar, Near
Pimple Gurav Bus
Stop, Pimple
Gurav, Pune-
411061

: 8788063600

e-mail:

pratiksharw2001
@g mail.com

Objective

To work for organization where my knowledge & skills can be used effectively for the growth advancement of the organization.

Work Experience

Sr	Organization	Designation	Duration	Work Description
1)	Rajyug IT Solution, Wakad	Talent Acquisition Specialists (Intern)	Aug 2023 To Oct 2023	Candidate sourcing, Recruitment, Job Posting, Screening & Shortlisting, Interview Coordination, Candidate Assessment , Onboarding process, Data Management, Induction etc.
2)	UNO Minda	HR Admin (Intern)	March 2024 To Jun 2024	Employee Records Management, Onboarding and Off boarding, Documentation, Training and development

Professional Qualification

MBA

DLLLW

Education Qualification

Degree / Qualification	University/Board	Year	Percentage
SSC	Latur Board	March-2017	76%
HSC (COMMERCE)	Latur Board	Feb-2019	82%
B.COM	SRTM University Nanded	July-2021	79.88%
MBA	SPPU PUNE	July-2024	70%
DLL-LW (Diploma in Labour Law)	SPUUPUNE	April -2024	60%

Computer Proficiency

- Tally Prime
- Advance Excel
- MS – Word, MS-Excel

Strengths

- Good Computer Knowledge
- Good Communication Skill
- Good Time managing skills.
- Believes in teamwork to complete the assignments
- Good Team leading Skill.
- Positive thinking about work.
- Extroverts

Date of Birth : 11/09/2001

Sex : Female

Nationality : Indian

Religion : Hindu

Language : Marathi, Hindi, English,
Kannad

Marital Status : Single

Skill : Communication skill, Quality to face any
Problem, Quickly learner, Target Oriented Attitude

Hobbies : Exploring new things, travelling, making new friends, Reading books.

DECLARATION:

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

Date:

Place: Pune

Signature

(Pratiksha Ramkishan Wattamwar)