

Patil Pramod Chandrakant

Contact No: 9158496952

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CAREER OBJECTIVE

- I am seeking employment with a company where I can grow professionally and personally

EDUCATION

- **2024 Post Graduate Diploma In Management.**
PGDM in HR and Marketing Management
Mitcon Institute of management balewadi ,Pune
Under AICTE University Pune.
- **2020 B.s.c Biotechnology**

Sadguru gadge maharaj collage ,karad .
Shivaji University Kolhapur.

COURSES

- **Advance Human Resource Practical Training Course with Unique Vision Vaibhav Technical and Self Employment Training Foundation.**
- **Duration – 3Months**
- **Key Area–**
 - HR & Admin Management
 - Employee On boarding & joining
 - Attendance Management
 - Biometric AMS[ASCENT]
 - Payroll Management
 - Employee Engagement
 - Statutory Compliance PF/ESIC/PT/LWF/Bonus
 - Factory Act
 - HR Manpower Budget
 - Admin Budget
 - Recruitment & Selection
 - Visa Processing Procedure
 - PMS
 - Employee welfare
 - Training & Development
 - HR Letters

Advance MS-Excel & MIS Training Course

- **Duration – 2 Months**
- **Key Areas –**
 - VLOOKUP & Hlookup & Xlookup
 - Pivot Table
 - Slicer
 - Macros
 - Conditional Formatting
 - All Excel Formulas
 - MIS Preparation in Excel
 - Data Analysis

COMPUTER PROFICIENCY

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

EXTRA CURRICULAR

- Event management in college events (fresher's party, farewell party, prize distribution).
- Participation in collage sports and gathering

STRENGTHS

- Ability to be Innovative.
- Positive attitude.
- Honesty
- Hardworking

HOBBIES

- Travelling
- Exercise(gym, yoga, meditation, running)
- Playing chess

PERSONAL DETAILS

- Full Name : Mr . Pramod Chandrakant Patil
- Date Of Birth : 19 july 1999
- Gender : Male
- Marital Status : Unmarried
- Language Known : English / Hindi / Marathi
- Permanent Address : Sonkire 415303 ,Tal-Kadegoan ,Dist -Sangli

DECLARATION

“I hereby declare the above Information here is true and correct to the best of my knowledge and belief”

Place:

Date:

(Pramod Chandrakant Patil)