

# PIYUSH PETHE

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## Skills

- Recuritment knowledge
- Communication
- Multitasking
- Time Management
- Applicant Screening
- Payroll
- Microsoft office
- Market Research
- Sourcing Candidate
- Teamwork
- Offer Negotiation
- Tally Erp

## Experience

**Aashman Foundation** -- March 2024 – June 2024  
*Human Resource Intern* India

- Proactively used social media platforms to significantly increase awareness about the organization and effectively enroll candidates.
- Diligently screened resumes and application forms to ensure quality and fit.
- Efficiently scheduled and confirmed interviews with candidates.
- Consistently submitted daily reports on new enrollments to keep the team informed.
- Regularly posted, updated, and removed job ads from job boards and social media networks to maintain current and accurate listings.

**Phn Technology** April 2023 – June 2023  
*Finance & Accounting Intern* India

- Actively worked on the company’s accounting tasks, spreadsheets, databases, and various computer software to support financial operations.
- Collected, analyzed, processed, verified, and reported accounting-related information to ensure accuracy and compliance.
- Gained thorough knowledge about the finance sector, enhancing understanding of industry practices and principles.

## Projects

### To Study On Employee's Relation Attitude Towards The Organization.

- Conducted a comprehensive study on employees' relation attitudes towards the organization, surveying over employees to assess job satisfaction, engagement, and alignment with organizational values.
- Utilized a structured questionnaire and reference materials to gather data from employees across different departments.
- Analyzed data including age group, educational qualifications, and work shift timings.

## Education

**Ranibai Agnihotri Institute of Computer Science And Information Technology, Wardha** June 2024  
*MBA In human Resource And International Business* Wardha, MH

**New Arts Commerce And Science College Wardha** April 2021  
*Bachlor Of Commerce* Wardha, MH

## Certifications

*Financial Literacy (Tradeschool)* March 2024  
*Let`s Start Up (Tradeschool)* Feb 2024  
*JP Morgan Chase & Co. – Excel Skills Job Simulation* Aug 2024