

**Name : Kunal Khomane**

**Contact No: +91 8605804881**

**Email Id - Kunalkhomane2@gmail.com**

### Career Objective

A highly motivated and results-driven MBA graduate specializing in Human Resources, offering experience **6 Month** in Industry with history recognition of Performance.

Seeking to leverage my strong analytical, communication, and interpersonal skills in a dynamic HR role. Eager to contribute to the growth and success of an organization by utilizing my knowledge of HR best practices, recruitment processes, and employee relations to foster a productive work environment and support organizational development. Responsible and passionate about delivery outstanding quality and service.

### Professional Summary

#### • Work Experience

**HR Executive**  
**Hudson Agile Ventures Pvt Ltd**

**Oct 2023 – March 2024**  
**6 (Month)**

Recruit candidates. HR needs to understand the organization's needs and make sure those needs are met when recruiting for new positions, Hire the right employees.

**Apprenticeship**  
**Cummins India Ltd, Pune Maharashtra**

**Aug 2020 - July 2021**  
**1 (Year)**

### Key Skills

- Recruitment (job portals)
- Joining Formalities (onboarding)
- Leave Management
- Compliance Management -PF, ESIC, LWF, Professional tax Bonus Gratuity,
- Payroll CTC Structure, PMS
- Exit formalities, HR Audit, Greyt Hr Software, EXCEL MIS Report

### Technical and Soft Skills

1. Expertise in Software, Microsoft Word, Excel, and Power Point.
2. Good understanding with Job Portal/website.
3. Good Management and planning skills.
4. Objection handling skills.

### Internship Project

**Project name:** Training and Development policy and use of technology in training

### Academic Details

**Master of business administration (MBA):** Human Resource Management / Operation Supply Chain Management Savitribai Phule Pune University **2023**

**Bachelor of Arts: Economic** - Yashwantrao Chavan Maharashtra Open University Pune **2020**

## Personal Details

Date of Birth 07-01-1999  
Gender Male  
Nationality Indian  
Languages: English, Hindi, Marathi.  
Address: Pune Maharashtra 413102  
Hobbies Reading, Photography, Traveling

## Declaration

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

**Date:**

**Place:** Pune

Kunal khomane.