

## Curriculum vitae

### PRACHI THEKCHAND PATIL.

**Add:-** At. Post Ahirwadi,  
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Maharashtra, 425508.  
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### Career Objective

To expand my learning, knowledge and skills to secure a challenging position in a prestigious organization and make a significant contribution to the success of the company. Taking full advantage of my training and skills will secure a responsible career opportunity.

### Education Qualification

- ✚ Secondary School Certificate from M.S. Board, Pune. At 64.00 % (2012)
- ✚ Higher Secondary Certificate from M.S. Board, Pune. At 61.00 % (2014)
- ✚ B. Sc. (Chemical) from KBC North Maharashtra University, Jalgaon. At 58.34 % (2018)
- ✚ MBA (HR) from KBC North Maharashtra University, Jalgaon. At 78.72 % (2021)

### Technical Qualification

- ✚ Typist in Marathi and English.
- ✚ MSCIT Certification Course from Raver.
- ✚ ERP Software handling in Moon SEZ and Management Consultant LLP.
- ✚ MS Office Handling.
- ✚ Tata Strive Skill and Development Centre, Pune (BSFI BDE)

## **Work Experience**

✚ **Company Name:- Moon SEZ & Management Consultant LLP.**

✚ **Designation:- HR Executive.**

✚ **Department:- Human Resources.**

✚ **Duration:- Jul 2021 – Still Work**

✚ **Responsibility:-**

- Recruiting candidates. (HR needs to understand the needs of the organization and ensure that those needs are met when recruiting for new positions).
- Maintain all employees data on Server.
- Employee data updating and arrangement as per company require on Tracker & Server.
- Daily Report checking of all employees work.
- At monthly basis payroll update of all Employees.
- Keep Staff Record for future requirement.
- Update employee and company benefits and convenience policies.
- Plan and conduct new employee orientation.

## **Self-Evaluation**

✚ Working as a team leader.

✚ I believe that my skills and my ability to work in a team have been valuable during this period

✚ I believe that my skills and ability to work in a team are valuable during this time. I have taken an active role in my department, working with confidence and expressing my ideas and opinions.

✚ I have consistently shown commitment and motivation since I joined the company. I meet deadlines and objectives on time.

✚ I value conversation and debate among colleagues. I actively listen to my team and encourage joint decision making. I try to build positive relationships when interacting with customers.

## **Personal Profile**

Self Name :- Prachi T. Patil.  
Date of Birth :- 14/09/1996.  
Language Know :- Marathi, Hindi & English.  
Marital Status :- Unmarried.  
Nationality :- Indian.

## **Declaration**

I hereby declare that all the information provided above is true to the best of my knowledge. I hereby declare that the information furnished above is true to the best of my knowledge. I take full liability for the correctness of the information.

Date.: - / /

Place.: - Thergaon, Kalewadi (Pune)

**(Prachi T. Patil)**