

Resume

PRADNYA GANESH DUKHANDE

PERSONAL DATA:

Date of Birth : 20/10/1987.

Address : 220 Bhuvaneshwar Bldg,

N L Paralkar Marg,

Parel, Mumbai- 400012.

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CARRER OBJECTIVE:

To attain the highest growth from within and for the organization I represent and be the best in whatever I do.

WORK EXPERIENCE:

- Currently working as Office & Accounts Administration Executive at Softlink Global from July 2015.
- Worked for 2yrs 6months as Administration Executive at Navneet Education Ltd from October 2012 to April 2015.
- Worked for 3yrs 10 months as F&B Guest Relations Associate in ITC Grand Central - Mumbai from July 2008 to May 2012.
- 1 month Industrial Operational Training in Fariyas – Mumbai.

QUALIFICATIONS:

- Successfully completed MBA (PGDM) from Welingkars Institute with specialization in Human Resource Management with distinction in April 2016.
- Successfully completed 1st year of PGDM securing First Class in April 2015.
- Graduated in Social Sciences securing First Class from Tilak Maharashtra University in June 2011.

ACHIEVEMENTS:

- Six Sigma Training and AET member in ITC Grand Central.
- Employee of the month (Achieved twice)
- Written appreciation from clients.

STRENGTH:

- Hard working & Dedicated.
- Initiator
- Positive & Quick Learner.

HOBBIES:

- Drawing and painting.
- Listening to music