



# PRANIKA VHATKAR

## CAREER OBJECTIVE

To secure a challenging & responsible position in the company to fully utilize my work experience, studies & skills to the maximum

## CONTACT

**PHONE:**  
8425966128

**Highest qualification:**  
MBA-HR

**EMAIL**  
[pranika618@gmail.com](mailto:pranika618@gmail.com)

**Location:** Mumbai

## PERSONAL QUALITIES

- Communication skills
- Ability to work in a team as well as individual
- Familiar with working of Ms Excel, Ms word
- Problem solving skills
- Can work under pressure
- Target oriented
- Quick learner
- Good convincing power
- Flexible to work in any environment
- Time management

**Other activities:** Certificate of Social work done in the college on public service day 'Uberang'.

## WORK EXPERIENCE

**HR Auditor**  
**Accenture, Powai, Mumbai**  
June 2021- Feb 2022- 9 months

**Data Administrator** (Creation and maintenance of employment data of the candidates who are actively applying for a job opportunity through online application system or via email)  
**Odgers Berndtson, Mumbai**  
Work period- 5 months- Contractual role

**HR Administrator** (Worked on HR policies & procedure, recruitment)  
**Schlumberger, Nerul, Mumbai**  
Work period- 3 months contract -not extended due to Covid-19

**HR Intern** (IT Recruitment)  
**Automotive Exchange Private Ltd, Vashi, Mumbai**  
Work period- 60 days

**HR Intern** (Recruitment, daily HR activities)  
**JSW GBS, Belapur, Mumbai**  
Work period- 60 days

## EDUCATION

- **MBA in HR from Mumbai University with 58%.**
- **BA from K. A. Bantia college with 61%**
- **HSC from Bharati Vidyapeeth College with 59%.**
- **SSC from Mahatma School with 93.09%**

## HOBBIES & INTEREST

- Interacting with new people
- Listening music