

# Sheetal Borade

HR Admin - IRL Enterprises

Nashik, Maharashtra

sheetalborade9\_vqt@indeedemail.com - 9561482965

Seeking a position in Human Resources and opportunity to make a strong contribution by utilizing and expanding upon related education, skills, experiences and capabilities.

Willing to relocate to: Nasik, Maharashtra

## WORK EXPERIENCE

### HR Admin

IRL Enterprises - 2014-02 - Present

Scheduling and arranging training while coordinating with external trainers and training programs.

- Arranging seminars for students.
- Identification of training needs and nominating candidates for training.
- Handling end to end training process.
- Encouraging participation of candidates in various institutes.
- Issuing training certificates after completion of the training.
- Maintaining MIS of all Training Data.
- Preparing Findings & Reports of Domestic Enquiries.

### Counselor & Back Office Coordinator

NIIT College Road Centre - 2008-05 - 2009-04

- Providing information to new enquiries about various courses available at the center.
- Handling joining formalities of new joining students.
- Maintaining MIS of all records.
- Maintaining proper documentation of all students.

## EDUCATION

### MBA

Pune University - Pune, Maharashtra  
2014

### B.Sc. in Botany

Pune University - Pune, Maharashtra  
2011

## SKILLS

Recruitment, Training, Admin, MIS

#### ADDITIONAL INFORMATION

##### IT SKILLS:

- Certification in Diploma in Information Technology