

Vaibhav Vitthal Darade

vaibhavdarade429@gmail.com

9881776671, 8208056044

Career Objective

To pursue a demanding HR Role within a reputed firm with the approach to take up responsibilities to accomplish organization goals where in my skills and potentials are being utilized to the maximum;

Alongside focusing on the scope of enhancing my personal skills and gaining maximum knowledge during my tenure to contribute to the growth of the firm.

Professional Summary

- Working with **Ratanlal C Bafna Jewellers, Nashik** as an **HR Assistant** from **OCT 2019 to Till date**, handling attendance, feedback, payroll, employee engagement, new join employee documentation process, joining formalities, etc.
- Worked with **Matoshri Aasarabai Polytechnic, Nashik** as an **Technical Assistant** from **June 2017 to May 2018**, handling lab equipments, practical session attendance, conducting practicals, providing notices to student, maintaining all details of lab, software update, etc.

Education

- **MBA (HR)** from **Matoshri college of Management & Research Centre, Eklahare, Nashik** (Savitribai Phule Pune University) in 2020 with **61%**
- **BE (E & TC)** from **Gokhle Education Society R.H.Sapat College of Engineering, Nashik** (Savitribai Phule Pune University) in 2016 with **65.26%**
- **Diploma (E & TC)** from **Brahma Valley Polytechnic, Nashik** (MSBTE) in 2013 with **69.31%**
- **S.S.C** from **Army School Devlali** (CBSE Board), **Nashik** in March 2010 with 6.2 CGPA
- **Maharashtra State Certificate Course in Information Technology (MS-CIT)** in **2010**.

Skill

- Good oral, written & presentation skills,
- Quick learner with good grasping ability,
- Decision making power, Problem Solver,
- Operating System knowledge: Windows XP, 7, 8, 10
- Proficient with MS-Office and using internet for research & official communication.

Academic Project

- **MBA Summer Internship Project:** "Training and Development at JSW LTD. Dolvi, Tal- Pen, Dist-Raigarh.
- **Final Year Engineering Project:** "Arduino based Security System"
- **Third Year Engineering Project:** "Line following Robot using IR Sensor"
- **Diploma Project:** "Fingerprint based Wireless Attendance monitoring system"

Summer Training

- Worked as Intern in JSW (Jindal Steel Work) LTD. (Training Need Identification, Learn Registration of RPL, Arrange visit for new GET's in different plant in JSW company, how to maintain Daily Attendance & Feedback forms, how to calculate marks of Pre/Post exam conducted in seminar, check the availability of all equipment/stationary in seminar hall, etc).

Awards & Achievements

- Worked as technical Volunteer in College Festival.
- Organised Electronic design automation software's (Like Eagle, Protel, Multisim, Proteus) workshop.
- Departmental cricket team captain in diploma college as well as engineering college also.
- Participated in Box Cricket on the occasion of MVP-ELICIT in NDNVP college.
- Awarded as runner up in Football competition in 2014.

Professional Certification

- Internship certificate from JSW LTD. Dolvi, Tal-Pen, Dist- Raigarh.
- Attended workshop on PCB Manufacturing in Gokhale Education Society College Of Engineering
- Certification in PLC, Arduino Board Programming.

Strengths

- Can work with people from all background,
- Sociable & friendly by nature,
- Can work independently & as a team.

Personal Details

- Date of Birth : 27th Dec 1993
- Place of Birth : Nasik, Maharashtra.
- Nationality : Indian.
- Sex : Male.
- Marital Status : Single.
- Blood Group : A +ve.
- Hobbies : Music, Movies, Internet surfing, Cricket, Football.
- Address : Flat no.11, Ambika Darshan Society, Jagtap mala, Nashik road, Nashik- 422101

I here by declare that all the information furnished above is true to the best of my knowledge and belief.

Date:

Vaibhav Vitthal Darade