

Nikita Milind Garud

16, Vaitarna Hsg soct; Takle nagar,
Old Adgaon naka, Panchavati,
Nashik-422003,

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Specialization: Human Resource Management

Career Objective: A position in HR Department; to have a more challenging & rewarding job that provides a definite career path. To experience working with people of different levels & gain experience of teamwork & leadership.

Education:

Qualification	College Name	University/ Board	Year of passing	Percentage
MBA (Human Resource)	MGV'S IMR, panchavati Nashik.	Pune	2012	53%
B.com(Banking & Finance)	K.T.H.M.College, Nashik	Pune	2009	52%
HSC	K.T.H.M College, Nashik	Pune	2006	48.33%
SSC	Sarda kanya vidya Mandir,Nashik	Maharashtra State Board	2004	52.26%

Work Experience:

- **Worked as an Admin Executive in NIMA (Nashik Industries & Manufactures' Association) from January 2013 to June 2013.**
 - ✓ Responsible for Office Administration.
 - ✓ Preparing Agenda, Circular for Meetings & Programmes.
 - ✓ Letter drafting & reply to Inward Letters.
 - ✓ Responsible for arrangement of Meetings & Seminars.
 - ✓ Inward & Outward of all officials' mails & calls.

Other Qualification:

- MS-CIT
- Certified course of Payroll Processing.

Project Details:

Company: Glaxo Smithkline Pvt. Ltd, Ambad, Nashik.

Project Title: Study of Training Need Identification in Glaxo Smithkline.

Details:

- To identify the training need by carrying out product line mapping.
- To study the various problems that causes breakdown.
- To evaluate the need for training.

Duration: Two months

Computer Skills:

Operating Systems: Windows

Packages Known: MS Office Application (Word, PowerPoint, Excel), & Internet Application.

Extra Curricular Activities:

- Participated in **Aavishkar 2011** Poster Competition at **University level** in Pune.
The topic was HRIS: Enhance accessibility to Human Resources.
 - Participated in the **International Conference** on “**Management Arena – Opportunities, Challenges and Innovations**”.
 - Attended workshop of Advance **MS-Excel Modelling**.
 - Worked as committee member in “**ZEST 2012**” for Dance competition.
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Personal Details:

Father Name: Mr. Milind Shivram Garud.

Date of Birth: 08/05/1989

Marital Status: Unmarried

Languages: English, Hindi and Marathi.

Strengths:

- Self Disciplined
 - Team player
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Date: / /2013

Nikita M. Garud

