**PALLAVI SHRIKANT JAGTAP.**

**Contact No: -**9373012796

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**OBJECTIVE**

To be part of an evolving organization and make efforts towards mutual growth in all fronts. I believe I am made for man management and will make a world out of it.

**SUMMERY OF PERSONAL & MANAGEMENT SKILLS**

* Quick learner and easy adaptability to new methods, system and technologies
* Highly motivated, reliable & capable to perform well under tight deadlines
* Open minded and willing to learn
* Creative, enthusiastic & efficient.
* Performed situation analysis identifying the current problems, core objectives, and possible solutions.

# **EDUCATIONAL**

* **MBA-(HR)**,passed with first class from K. R. Sapkal College of management studies,

Nasik,

Pune University.

* **B.Tech (Bio-Technology)** passed with first class from Sinhgad College of engineering, Pune University.
* **Diploma (Food-Technology)** passed with distinction from K.K.Wagh college, Nasik,

MSBTE.

* **S.S.C** examination passed with higher second class from Nashik divisional board.

**WORK EXPERIENCE**

**1) Currently working with MVG group as a HR Manager since oct 2019 to till.**

**ROLES AND RESPONSIBILITY**

**Looking after RBSK work ,Tenders,Central kitchen.**

**Handling PF,ESIC,EPF etc..**

**2) Worked with Ajitara Consultancy as a HR Head since May 2019 to Sep 2019**

**3)Worked with Kadaknath Agro World as a Marketing Head From June 2018 to April 2019.**

**ROLES AND RESPONSIBILTY:**

Developed market domestically.

Online Marketing

Approach towards 5 star and 3 star Restaurents( Taj,Shereton,Yahoo,Global Fusion etc.)

Worked on Digital marketing of Product.

Approach towards Famous Dietacians.(Pooja Makhija,Ryan Fernando,Jayashree Todkar etc..)

Approach towards wellknown Doctors in Nasik.

Approach towards Wellknown chefs in Mumbai,Pune,Bangalore,Nasik etc..

**4)Worked with Ajitara Consultancy as a HR recruiter Executive since August 2017.**

**ROLES AND RESPONSIBILITIES:**

Contacting candidates, following-up with candidates, and managing candidate pipeline.   
Scheduling interviews, briefing and debriefing candidates before and after interviews.   
Maintaining timely documentation of all conversations with candidates within our internal database.   
Presenting candidates to our management team applying high quality standards.   
Posting job descriptions on job boards, and tracking posting status and results.

**KEY SKILLS**

Excellent Communication, Interpersonal Skills.

* Quick learner, Target and Team oriented.
* Systematic Approach, Quick Adaptability to new technologies.
* Good Team player and go-getter with flexible and positive attitude.

·         Ability to Multi-task and Prioritize work.

·         Able to take initiative and work independently.

Meeting objectives

Identifying problem,

Promoting solutions, managing change

Motivating and developing staff

* Well-developed and effective communication skills.

§ Thrive in deadline-driven Environments.

§ Excellent Team-Building Skills.

Learn Fast in Terms of Latest Technology

Good Interpretation & Communication Skills

Ability & willingness to take up responsibility in areas other than specified objective

**PROJECT WORK:**

MBA

* Title: Change Management- “Implementation of EFQM(European Foundation Of QualityManagement) Model for people (employee) related activity for achieving outstanding people result”
* Project summer Internship: - May 2013 – July 2014
* Organization: - Bosch Ltd. Nasik

# B.Tech

# Title: - Extraction of bioactive component from portulaca plant.

Effective against cancerous cell i.e. Helacells, plant having antibiotic, anti-inflammatory activity, prevent against skin diseases like Psoriasis.

**VALUE ADDED COURSE**

Training done of Six Sigma Green belt Certificationin MBA

Basic certification in ERP SAP Business one module

**ACHIEVEMENTS AND EXTRACURRICULAR ACTIVITIES**

Attended National Level Seminar-2014 on “EMERGING TRENDS IN MANAGEMENT AND MANAGEMENT EDUCATION”

* Attended National Level Seminar-2013 on “GOVERNMENT’S ECONOMIC INITIATIVES:A MATTER OF SUSTAINABILITY”.

Third prize in an event named Transition-2011, organized by Cognizant.

Attended a seminar on Operon during B.Tech 4th year

Attended a seminar on Biotech summit during B.Tech 3rd year

**PERSONAL INFORMATION**

DOB: 18/10/1989

Marital status: Married

Languages known:  English, Hindi, Marathi

I declare that all above information is true as per the best of my knowledge and belief.

Date:

Place: Nasik Yours Sincerely

Pallavi S. Jagtap