**Pranav Bhagwat Mahajan**

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| **Summary** |

* Proficient in relating theory to practicality.
* Committed and smart working attitude towards completion of assigned tasks.
* Proactive and tendency to take initiatives for the business growth.
* Learning bend towards new trends and technologies in HR industry.
* Goal based approached to getting things done individually as well as a team.

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| **Academic credential: (MBA)** |

* Master’s degree MBA in HR with B+ Grade from J.D.C. Bytco Institute of Management Science & Research, 2015-2017, with first class. (University of Pune)
* Completed Graduation B.Sc. Physics from H.P.T. Arts and R.Y.K Science College Nashik with 73%.
* Passes higher secondary examination from Bhonsala Military College with 60% in 2011.
* Passed SSC Examination from St. Francis High school Nashik with 76.30% in 2009.

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| **Work Experience:** |

**Elcon Academy**

* Headed the responsibility of “Business Development Executive”.
* The company portfolio included the “Learning and Development” for corporates and various industries.
* My role demanded close association with HR of the organization to conduct “Training Need Analysis”, Prepare Training Calendars and Deliver Training Programs as required and planned.
* Started working Since Oct 2017 till Jan 31 2019.
* Handled Admin duties as well.

**Prudential Auditing:**

* Worked as Assistant Manager in Prudential Auditing from March 2017 till June 2017.
* We were working on a establishing a Financial risk containment agency in Nashik.
* My work responsibility included creating brochure, communicating with clients and solving their queries, managing existing database of the company, visiting branch Managers and assessing their need.

**Jobs Safari:**

* Worked as a HR recruiter in Jobs Safari Placement consultancy, Nashik.

**D’Source:**

* Completed practical HR training certificate course from Dsource.

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| **Internship:** |

* Completed summer internship at Oasis Pharmaceuticals, Nashik. Market Analysis for period of 60 days.

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| **Skills** |

* Microsoft Word, Microsoft Excel (Simple mathematical calculations and graphs), Microsoft Powerpoint, Internet Browsing, Video calling, Cold Calling, Data Entry, Communication with clients, Good typing Speed, Eager to work in team.

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| **Other:** |

* Proficient in English, Hindi and Marathi.
* Completed A1 level certificate of German Language and currently pursuing B1 certificate.