**CURRICULLUM VITAE**

**Vaishali Pratap Desai**

**Flat no-4, D-wing, Mauli Krupa Complex,**

**Narhe, Tal- Haveli, Dist.-Pune.**

**Contact no-09421064692**

**Email: desaivaishali2007@gmail .com**

**Objectives:**

To gain vital exposure in development by working with world class professional in global organization where I will be valuable team member, contributing quality ideas and work for an organization where there is an ample scope for individual as well as organization growth in development**.** To work in challengingand healthy atmosphere with my full devotion and potential in order to achieve organization’s objectives.

**Academic Qualification:**

* Passed **M.B.A** in Human Resource from IIMS (Indian Institute of Advanced Management Training and Research) Goa, with **67**% marks.
* Passed B.A. (Bachelor of Arts) From Shivaji University Kolhapur in the year 2005 with 70.89% marks.
* Passed H.S.C. from Pune Board in the year 2002 with 70.33% marks.
* Passed S.S.C. from Pune Board in the year 2000 with 60% marks.

**Computer Proficiency:**

Operating System : MS –windows 98, MS-DOS, Basic

Language Proficiency : Tally 7.2

Office Tools : Well versed with MS-Office

Internet Proficiency : Email & others

**Experience:**

* Six months experience in **Cipla** Pharmaceuticals (Nebumed Unit) Verna industrial Estate ,Verna Goa ,as **HR Trainee** for the year 13th Jan 2008 to 30th June 2008.
* One & Half years work experience in JSPM’S Blossom Public School Narhe campus as **Office Asst.** for the year 14th March 2012 to 30th June 2013.

**Job Profile:**

* Recruitment
* Give Induction Training to new arrived employees
* Handling HR Policies & Practices
* Maintaining record of personal files & other important filing
* Maintaining GR Register
* Handling clerical department with Muster Report
* Supervision of Store Department
* Handling Account Section

1. Preparing L.T.A. vouchers
2. Daily Wages cash distribution and vouchers
3. Tally with excel
4. Weekly Budget/Bank Reconciliation

* Inward -Outward Section
* Handling Admission Process from parents to Students.

**Extracurricular Achievements:**

* Scholarship Certificate of Shivaji University Kolhapur in the year 2005
* First Ranker Certificate in H.S.C. with 70.33% marks as well as B.A. with 71% marks.
* Certificate of Computer Course in EDIT Computer centre Belgaum, Karnataka.
* N.S.S. ‘A’ grade holder certificate.

**Assets:**

* Smart & Hard working
* Self Starter
* Highly Organized
* Willing to learn
* Target oriented

**Personal Information:**

Date of Birth :1st Feb,1985

Language Known : English, Hindi & Marathi

Marital Status : Married

Nationality : Indian

All above given information is true to the best of my knowledge and belief.

Regards,

**Vaishali Desai.**