

Resume

Shweta Waghmare
Green Meadows Colony;
Shirdhon, Panvel Navi Mumbai
Pin- 410206

Mobile No 7218007277

e-Mail: wscystal777@gmail.com

CAREER OBJECTIVES:

Aim to be associate with a progressive organization which offer an excellent atmosphere to prove myself by utilizing all technician knowledge into practice and profit myself with experience and valuable knowledge for the development and growth of the organization

ACADEMIC DETAILS

- ❖ **Bachelor of Business Administration - B.B.A (HR)**
Collage: Shardha Vidyalaya Degree Collage Hyderabad
University : Osmania University Hyderabad
Passing Year : 2025
Percentage: 75%
- ❖ **Intermediate**
Mahatma Phule Arts Science Commerce Collage Panvel
Subject: 12th Science P.C.M.B
University: State board of Maharashtra
Passing Year : 2022
Percentage : 76%
- ❖ **ITI**
Collage: ITI Government Collage panvel
Subject: Computer Operator and Programming Assistance (COPA)
Passing Year: 2019
Percentage : 83%
- ❖ **Secondary High school**
School : A.K.V.B.Fadke
University : State Board of Maharashtra
Passing Year 2018
Percentage : 65%

Work Experience

- ❖ 01 Year experience
Job Role: **HR Apprentice**
Company Name: **Bharat Electronic Limited**
Add: L-1 , MIDC , Taloja, Industry
Navi Mumbai Maharashtra
Stipend: 7,700/- pm
Period: 11-08-2021 to 10-08-2022

SKILLS

- ❖ MS Office 2007, 2011 (Excel and Word)
- ❖ Advance Excel with Formulas
- ❖ Recruitment Process (Start to end)
- ❖ Computer Knowledge
- ❖ Mail Merge
- ❖ Online Lead Generation
- ❖ SAP Basic

❖ Good Communication Skill

Languages

Languages	Spoke	Written	Read
Marathi	✓	✓	✓
Hindi	✓	✓	✓
English	✓	✓	✓

Personal Details:

- Name: Waghmare Shweta Sopanrao
DOB: 24-01-2001
Marital Status: Singal
Gender: Female
Age : 24

Hobbies

- Playing Online Games (BGMI)
- Listening Songs
- Interested to Learn New things

Place and Date

Signature

W.Shweta Sopanrao