

UTKARSHA KAILAS JAGTAP

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CAREER OBJECTIVE

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresher to grow while fulfilling organizational goals and enhance my knowledge and capabilities.

CORE COMPETENCIES / SKILLS

- Possess Effective Communication skills, Interpersonal skills.
- Sound knowledge of HR workings.
- Ability to work in a team as well as individual.
- Team Player, Persistence, Quick Learner
- Proficient in usage of MS PowerPoint, MS Word, MS Excel
- Can handle various OS

ACADEMIC QUALIFICATIONS

<u>COURSE</u>	<u>UNIVERSITY/ BOARD</u>	<u>INSTITUTE</u>	<u>YEAR</u>
Master Of Business Administration	SavitriBai Phule Pune University	MET BhujbalKnowledge City, adgaon Nashik	2020
Bachelor of Computer Science	SavitriBai Phule Pune University	K.R.T. Arts, B.H. Commerce & A.M. Science College, Nashik-2	2018
H.S.C	Maharashtra State Board	M.S.G.College, Camp Malegaon Nashik	2014
S.S.C	Maharashtra State Board	Kakani Girls Highschool Malegaon Nashik	2012

Additional Qualification:-

- MS-CIT
- Human Resource (HR) Management Comprehensive Training Course

EXPERIENCE:**Internship:**

Organization: Wockhardt Hospital

Profile: HR Intern

From 1st May 2019 to 1st July 2019

Currently Working:

Organization: Liberty General Insurance

Profile: Sales Associate – Banca & Affinity

From 17 Feb 2021 to 31 Oct 2021

PROJECT :

Name: Project report on Employee Satisfaction with respect to Employee Welfare.

Description: To understand employee perception towards the welfare facility provided by Hospital. To study level of satisfaction of various employees towards the welfare facility and to give suggestions to the hospital about the welfare facilities.

Name: Project report on Factors leading to work stress and its impact on Employee Performance.

Description: To understand the concept of work stress and investigates which factors among employees that leads to work stress. To identify the impact of stress on employee performance.

EXTRA CURRICULAR ACTIVITIES:

Organized and participated in college events like EPOCH URBAN HAAT, where we went through activities of marketing, financing and creativity on a small scale which contributed to educate orphan girls.

PERSONAL DETAILS:

FATHER'S NAME : KAILAS EKNATH JAGTAP

DATE OF BIRTH : 29THJANUARY 1996

LANGUAGES PROFICIENCY : MARATHI, HINDI AND ENGLISH.

MARITAL STATUS : SINGLE.

NATIONALITY : INDIAN.

PERMANENT ADDRESS : NISARG NAGAR, COLLECTOR ZONE, MALEGAON-423203, NASHIK.

DECLARATION:

I, hereby, declare that all the information furnished above is true to the best of my knowledge and belief. I promise to work sincerely and prepared to do hard work duly abiding to organization.

Yours Faithfully

(Utkarsha .K. Jagtap)