



Rutuja Kshatriya

Human Resource Management

"To work in challenging and dynamic environment in Human Resource Domain, where I can use my inter-personal skills while learning and contributing to the growth of company"

Experience

• Opcito Technologies

Sep 2022 to Present Working
Management HR Trainee (Generalist)

- Handling day-to-day HR activities
- Joining and documentation formalities
- Drafting letters, BGV, Insurance handling
- Employee engagement activities

• Sandvik Asia Pvt Ltd, Pune

Oct 2021 to Feb 2022
HR Intern

- Experience of recruitment and onboarding process
- Screening resume
- Scheduling telephonic and one to one Interviews of candidates
- Taking interviews
- Joining & documentation formalities
- Scheduling induction process
- Conducting employee engagement activities

• Rathi, rathi and company, Pune

May 2019 to Aug 2020
Account Assistant

- Accounting
- Stock Audit

Skills & Abilities

- Good written and verbal communication
- Sound knowledge of payroll and performance appraisal
- Quick learner
- Good listener
- Good leadership skills
- Time management
- Problem solving skills

Contact

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Email

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Address

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411009

Education

- **MBA** Result pending
Pune University
- **B.com** Graduated, 2019, 51%
Pune University
- **HCS (12th)** Passed, 2016, 57%
- **C.B.S.E (10TH)** Passed, 2014, 50%

Expertise

- Microsoft Word
- Microsoft Excel
- Microsoft Power point
- Outlook

Language

- English
- Hindi
- Marathi