

RESUME

Sayali Sadashiv Kokate

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CAREER OBJECTIVE:

I want to be at a place where I can learn and explore new things and also contribute my work as well as skills to satisfy the roles and duties towards the organization. With this I'm looking forward for mutual benefits i.e for the company as well as self-development.

ACADEMIC QUALIFICATION

| Degree | Institution | Board/University | Year | Percentage |
|--------|--------------------------------|-------------------|----------|------------|
| BBA-IB | Ness Wadia College of Commerce | Pune University | Pursuing | --- |
| XIIth | St.Miras College for Girls | Maharashtra Board | 2020 | 82.62 |
| Xth | St.Francis De Sales School | Maharashtra Board | 2018 | 81.60 |

ADDITIONAL QUALIFICATIONS

- Online certificate course -Basic of HRM (Internshala)
- MS Office (Advance Excel)
- Tally ERP 9

Experience –

Company name: Shine Projects

Profile: Human Resource Intern

Duration: 1 month (14/07/21-14/08/21)

Roles and Responsibilities:

- Execute the needs of satiating the inadequacies of Human resource.
- Recruitment of business development interns.
- Scheduling as well as coordinating interviews and follow ups on the interview process.
- Communicating about induction process to new Interns.
- Provide motivation and guidance to interns.
- Evaluating performance of interns and regular reporting.

Company name: Top Trove Foundation

Profile: Human resource Intern

Duration: One week (20/08/21-26/08/21)

Roles and Responsibilities:

- Hire new talents across different fields- Sales,Human resource, Fundraising.
- Managing different online sourcing platforms for recruitment.
- Reviewing applications and conducting interviews.
- Anticipate the needs of others to ensure thier seamless and positive experience.

Company name: Universal Tribes

Profile: Human Resource Intern

Duration: 45 Days (15/09/21-30/10/21)

Roles and responsibilities:

- Identifying hiring needs and execute recruitment plans.
- Startegize with Managers and team to enhance recruitment process and experience.
- Conducting recruitment drives in various colleges and maintaining relations.
- Managing and accessing interns day to day performance.
- Organizing and scheduling meetings. Noting down accurate minutes of the meetings.
- Leading and training a team of 20 interns in sales & Marketing department.

Company name: Newton House

Profile: HR Manager intern

Duration: 15 days(05/10/21-20/10/21)

Roles and Responsibilities:

- Identifying prospective candidates for the role-student partner intern.
- Take care of end to end recruitment process.
- Managing and accessing interns day to day performance.
- Updating sheets and database on regular basis.
- Engaging interns timely and motivating them.

EXTRA-CURRICULAR ACTIVITIES

- Student co-ordinator of Placement and Career Guidance Cell of College
- Participation in various inter- school and intra-school activities.
- Participation in sports activities- Throwball, Football, Badminton.

LESIURE ACTIVITIES AND HOBBIES

- Playing chess
- Basic sketching
- Reading books
- Gaming

PERSONAL INFORMATION

Date of Birth: 23/01/2002

Languages known: Proficient in English,Hindi,Marathi