



Saiukta Kadlak

HR Intern

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Pune, India 📍

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To obtain an exceptional opportunity of an HR Intern in an organisation, assisting in day-to-day activities to improve my skills in this field for enhancement of my career.

EDUCATION

Master of Business Administration

PCET'S S.B. Patil Institute of Management

02/2021 - Present

Courses

- Human Resources Management

Bachelor's of Arts

Camp Education College, Nigdi Pune

06/2016 - 05/2019

Courses

- ECONOMICS, 63.41%

HSC

Amrita Junior College

06/2014 - 05/2016

Courses

- COMMERCE, 72.6%

SSC

St. Jude High School, Dehuroad

Courses

- Boards-80.20%

WORK EXPERIENCE

HR Intern

LEARNOVATE ECOMMERCE

06/2021 - 07/2021

Achievements/Tasks

- Sourcing & Recruiting candidates
- Conducting Interviews

SKILLS

Communication skills

Managerial Skills

Decision making

Leadership

Team player

Active listener

Public speaking

Hardworking

Software skills - MS Office

CERTIFICATES

Learnovate Ecommerce Internship (07/2021 - Present)

Certificate Course in MS Office (06/2020)

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Marathi

Full Professional Proficiency

INTERESTS

Drawing

Reading

Cooking

Interacting