

Saloni Kurne

Email id: saloni.kurne@mile.education

8871651636



SPECIALISATION: - **HUMAN RESOURCE**

Synopsis

I like to work with people knowing and understanding their needs, being an extrovert by nature this motivates me to make the best of my abilities and work in the Human Resource domain where I can showcase my skills.

Business Essential Skills

Decision Making, Leadership, Adaptability, Positive Thinking

Academic Credentials

Qualification	Period - Year (from & To)	Institution	University / Board	Grade / %
PGDM (HR+MARKETING)	2018-20	Lexicon- MILE, Pune	AICTE	60%
BBA	2015-18	Prestige Institute of Management, Dewas	Vikram University	70%
12 th	2014-15	BCM Higher Secondary School	Board of Secondary Education MP	53%
10 th	2012-13	BCM Higher Secondary School	CBSE	70%

Training & Certifications

Certification	Institute	Grade
Korean Language	Lexicon MILE	A
Goal Setting	Lexicon MILE	A
Business German	Lexicon MILE	A
Design Thinking	Lexicon MILE	A
E- Commerce	Lexicon MILE	B
French Language	Lexicon MILE	A

Extra Curricular Activities & Accolades

- ⇒ Winter Internship Programme at Hathkanangle, Kolhapur.
- ⇒ 2nd position in painting competition, Mumbai.
- ⇒ Member of Internal Events Committee in Lexicon MILE.

Internship

Experience with Ashish Engineers	Worked on various responsibility include updating our employee records with new hire information, resumes & scheduling interviews.	May 6 th 2019 to 31 th March 2020
Winter Internship Project	Conducted a survey regarding the availability of basic facilities and implementation of schemes with the consent of Forest Department.	September 2018

Roles and Responsibilities

- Schedule and confirm interviews with candidates.
- Gather payroll data like leaves, working hours and bank accounts.
- Update our internal databases with new employee information, including contact details and employment forms.
- Address employee queries about benefits (like number of remaining vacation days).

An Extra Edge

I always ready to adapt and learn new things with my full potential and dedication to perform my work with full passion and zeal.

Personal Details

Address: 37, Chamunda Puri (BNP) Road, Dewas M.P.

DOB:- 20/05/1997

Languages known: English, Hindi, Marathi

Marital status: Unmarried