



# Neha Kalaskar

## Human Resource Enthusiast

### My Contact

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☎ 9527962334

📍 Rahi Park, Tingare Nagar, Pune

### Hard Skill

- Writing Skills
- MS- Excel, MS- Powerpoint

### Soft Skill

- Quick learner, attention to detailed
- Decision making
- Communication
- Multi-tasking

### Education Background

- Dr. D. Y. Patil Institute of Management Studies  
MBA in Human Resource and Marketing  
Completed in 2022 - 88.28%
- Shri. Shivaji Science College, Amravati  
B.Sc. in Biology  
Completed in 2020 - 84.85%
- Matoshree Vimlabai Deshmukh  
Mahavidhyalaya, Amravati  
Higher Secondary Education in Science  
Completed in 2017 - 72.46%
- Golden Kids English High School, Amravati  
Secondary Education  
Completed in 2015 - 87.20%

### Certifications

- Human Resource Management - Great Learning
- Microsoft Office Specialist- MS Excel
- Google- Fundamental of Digital Marketing

### About Me

Creative thinker with good oral and written communication skills. Energetic and enthusiastic person who is easy to talk to, reliable and focus on details. Also, enjoy working with others and being part of close-knit team.

### Professional Experience

Bajaj Allianz Life Insurance Pvt. Ltd. | Senior Relationship Manager

Oct 2022- Present

Key responsibilities:

- Identify potential customers in axis bank to establish relationships
- Understand customer need and provide life insurance plan to them
- Aim to preserve customers and renew contracts

SINZO | Human Resource Intern- Parttime

Jan 2023 - February 2023

Key responsibilities:

- Post job posting on linkedin, naukri, etc
- Conduct interviews of applications who applied for job
- Maintain records in google sheets with help of google forms
- Create and give offer letter to the selected candidates

Global India Business Forum | Management Trainee Intern

Oct 2021 - Dec 2021

- Key responsibilities:
- Post GIBF post on various social-media sites and track them to generate leads
- Write content for GIBF website and magazines
- Publish GIBF content on various social media platforms
- Draft and send mails for GIBF memberships and awards functions

### Hobbies and Interest

- Gardening
- Reading

### Personal Details

📍 Preferred Location- Pune

📅 Date of Birth- 30 May 1999

🗣 Languages Known- English, Hindi, Marathi