RUTUJA D. GAIKWAD
MBA (HR & SYSTEM)

PROFILE

MBA(HR & SYSTEM) student from Chhatrapati Shahu Institute of Business Education& Research, Kolhapur.

OBJECTIVE

I would like to be a part of an organization where I could use and enhance my knowledge and talent for the development of both the organization and myself.

CONTACT

ADDRESS:
A/P: 32- Shirala, Tal- 32- Shirala, Dist.-Sangli.
Pin Code: 415408

PHONE:
8421268501 / 9657549382

WEBSITE:
Website goes here

EMAIL:
rutujagaikwad159@gmail.com

LINKEDIN:
www.linkedin.com/in/rutuja-gaikwad-a8b5aa229

EDUCATION

MBA (HR & SYSTEM)
Chhatrapati Shahu Institute of Business Education &Research, Kolhapur.
[2020 – 2022]
Average %: 73.03

Bachelor Of Computer Application (BCA)
Smt. Kusumtai Rajarambapu Patil Kanya Mahavidyalay, Urun-Islampur. [2017 – 2020]
Average %: 69.39

HSC (Divisional Board Kolhapur)
New English School and Junior College Of Science,32-Shirala.
[2014-2016]
Percentage: 61.08%

SSC (Divisional Board Kolhapur)
Kanya Shala Shirala [2008-2014]
Percentage: 73.00%

PROJECTS

- **MBA (Sem III)**
Successfully completed the project on "A study of performance appraisal system" with special reference to Sawant Steel and Alloys Pvt. Ltd. Bambavade, Palus.

- **MBA (Sem II)**
Research on "Consumer Perception of E-Wallet"

- **BCA (Sem VI)**
"Online Shopping" Language Used: ASP.net
Backend: MS Access.

- **BCA (Sem V)**
"Post Office & RD Management"
Language Used: C#
Backend: MS Access

HOBBIES

- Dancing

- Exploring new places

- Playing Badminton

- Mobile Photography

PERSONALITY HIGHLIGHTS

- Neat and well organized

- Motivated by problem-Solving

- Works well with deadline

- Collaborative and efficient

LANGUAGE KNOWN

- English

- Marathi

- Hindi

CERTIFICATION

1. Successfully completed an online course **"Human Resource Management"** on GreatLearning App.

2. Participated in Bharati IT Idol – 2020 at Yashwantrao Mohite Institute of Management,Karad.

3. Successfully completed a one-day online training workshop on **"Personal Effectivenessand Goal Setting"** conducted by the Indian Institute of Training and Development.

4. Successfully completed the **"Speak English with Aishwarya"** course on Pariksha App.

5. Successfully completed the "**Advance MS Excel and VBA Macro"** course.

6. Successfully completed the **"Human Resources virtual Internship Program"** conducted by GE and Forage.

SKILLS

HARD SKILLS:

- Programming languages: HTML, CSS
- Database management: SQL, MS Access.
- Advance MS Excel and VBAMacro.
- Typing English and Marathi.
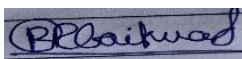- Knowledge of MS Office (Word, Excel, PowerPoint).

SOFT SKILLS:

- Communication skills.
- Team work as well as ability to work individually.
- Time Management.
- Multitasking
- Ability to learn new things.

*Declaration***:** I hereby agree that whatever is mentioned in my resume is true & to the best of my knowledge.

Date: 19-03-2023

Sign: _(Rutuja D. Gaikwad)_