



# Kirti Pathrabe

Female

23 Years

## Contact Details



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Raipur, C.G



Kirti.Pathrabe

## Skills / Strength

### TECHNICAL SKILLS

- MS Office
- Social Media Management
- Data Management & Data Entry
- Data Mining
- Advanced Excel

### PROFESSIONAL SKILLS

- Creative Thinking
- Quick Learning
- Problem Solving Skills
- Good Interpersonal Skills
- Relationship Management
- Recruitment
- Softly Spoken
- Decisive Thinking

## HOBBIES & EXTRACURRICULAR ACTIVITIES

### HOBBIES :

- Painting & Drawing
- Travelling
- Swimming
- Cooking & Hospitality
- DIY Artworks

**CULTURAL:** 2014-20: Participated in Various Inter College & School Arts/Dance/Cultural Fests.

### OTHERS :

2017: Volunteered for various social work and blood donation drive at Disha College.

## Languages Known

- ✓ English
- ✓ Marathi
- ✓ Hindi

## SUMMARY

An Immensely Motivated, Ambitious & Creative Fresher, Looking Forward To Build A Strong Career With An Organization That Provides Challenge & Growth With Understanding Of My Inherent Capabilities & Talents And Nurture Them. Possessing Good Interpersonal & Relationship Management Skills, Able To Work In Flexible & Dynamic Environment With Excellent Precision & Time Management With Goal Of Achieving Maximum Organizational & Personal Growth.

## ACADEMIC DETAILS

Course	Specialisation	Institute/ College	% CGPA	Year
M.B.A	Human Resources Management/ Marketing	Shri Shankaracharya Institute Of Professional Management & Technology, Raipur	69.7%	2021
B.Com	Marketing	Disha College, Raipur	57%	2019
XII (C.B.S.E)	Commerce	Holy Cross S. S. School Kapa, Raipur, C.G	63.4%	2016
X (C.B.S.E)	General	Holy Cross S. S. School Kapa, Raipur, C.G	6.0 CGPA	2014

## INTERNSHIPS/ SUMMER PROJECT DETAILS

**22-Aug- 2020 - 01-Oct-2020 - Tracohive Talent Solutions Pvt. Ltd. - Human Resources Intern (A Study On Strategic Planning At Tracohive)**

- Updating internal databases with new employee information like contact details and employment forms
- Developing & Implementing a new business strategy plan for the company
- Gathering payroll data like working hours, leaves and bank accounts
- Screening resumes and application forms
- Following new business opportunities and providing management with feedback.
- Cold calling and delivering sales pitch to B2B & B2C clientele & Scheduling meetings with respective management
- Researching new methods and strategies for the business in order to improve efficiency and productivity

## PROJECTS UNDERTAKEN / CERTIFICATIONS/ RESEARCH PAPER

- 2021 -Research Paper on "A Study On Consumer Behavior On Online Tours & Packages" Of Companies Like MakeMyTrip, Yatra.com, GoIbibo etc.
- 2021 - Study/Research On Employee Absenteeism Of Various MNC's

## ACHIEVEMENTS & POSITIONS OF RESPONSIBILITY

- 2020 :PYRAMID(SSIPMT) Team Management & Assuring Completion Of Assigned Work Of Individuals At College Hosted Cultural Program
- 2020: PYRAMID(SSIPMT) Event Co-ordinator of Games & Programs At College Fest.
- 2018: Maintaining discipline & Obedience Of Students During Various College Events/Guest Lectures/Official Programs in Disha College.