

COVER LETTER

Sachin Pandit Ragate

sachinragate123@gmail.com

9960680532

21/11/2021

Hiring Manager,

Dear Hiring Manager,

I'm Applying For A Any One Position At Your Company. Based On The Posted Description, I'm Confident That I Am Fully Qualified For The Position And Will Be A Strong Addition To Your Team. I Would Appreciate A Job Interview At Your Earliest Convenience.

Please Find My Resume Attached.

I Can Be Reached At The Number Above Or At My Email Address.

Sincerely,

Sachin Pandit Ragate

Sachin Pandit Ragate

Haralaiyya Vasti, Barur, South Solapur, Solapur, Maharashtra Pin Code - 413008
9960680532
sachinragate123@gmail.com



Objective

A Position As A HR Internship, HR Executive, HR Recruiter, Recruitment Officer, Manager, HR Department, Industrial Relations, Personnel Management, Administration, Office Assistant, Assistant Manager, CSR Department, Any One Post In Human Resources Management Intern Utilizing And Expanding Relevant Education While Providing Skills, Knowledge And Capabilities.

Academic Details

Ganesh Ramchandra Chitale Madhyamik Va Uchha Madhyamik Prashala Barur.

SSC, 70.60%, 2013

Lokseva Vidyamandir & Junior College Mandrup.

HSC / Arts, 72.77%, 2015

Santosh Bhimrao Patil Arts, Commerce & Science College Mandrup. / Punyashlok Ahilyadevi Holkar Solapur University.

BA English, 62.83%, 2019

Abhijit Kadam Institute Of Management And Social Sciences Solapur / Bharti Vidyapeeth (Deemed To Be University) Pune

MSW HRM&LW, 82%, 2021

MKCL

MS-CIT, 97%, 2014

MKCL / YCMOU

Tally With GST, 99%, 2019

MSCEIA

GCC-TBC Typing English-30,40, Hindi-30, Marathi-30, A, 2019

Guruskoll Institute

Microsoft Excel Beginner To Advance Course, A, 2021

HR India Solutions

Online Practical HR Training / HR Generalist Programme, A, 2021

Abhijit Kadam Institute Of Management And Social Sciences Solapur / Bharti Vidyapeeth (Deemed To Be University) Pune

Diploma In Labour Welfare & Labour Law, 0%, Pursuing

LinkedIn Learning

HR Online Certification Courses , A, 2021

TCS iON Career Edge

Young Professional, A, 2021

TCS iON

Communication Skills, A, 2021

Work Experience

Prarthna Foundation Solapur

Student Field Worker, Jun 2019 - Apr 2020

Role : Field Worker

Prathana Foundation Solapur

Summer Vacation Training, May 2020 - Jun 2020

Role : Vacation Training

Shri Siddheshwar Sahakari Sakhar Karkhana Ltd Solapur

Student Field Worker, Jun 2020 - Apr 2021

Role : Field Worker

Shri Siddheshwar Sahakari Sakhar Karkhana Ltd Solapur

Block Placement Training, May 2021 - Jun 2021

Role : Placement Training

Inventive Cafe India Private Limited

HR Internship, Aug 2020 - Sep 2020

Role : HR Manager

Project Details

A Study On Employees Satisfaction Towards Welfare Facilities

In this project i had described to three extent of the awareness among employees with various statutory and non-statutory welfare measure. To understand employees satisfaction level from various welfare facilities. To understand the impact of welfare facilities on job satisfaction.

Period : 1 Months Team Size: 1

Role : Student

Field of Interest

Works in Human Resources Management & Labour Welfare.

Skills

Computer Typing, MS Office, Motivation Skills, Labour Welfare Skills,
Recruitment Skill, Counselling Skill, Team Handling, Communication Skill.

Strength

My Education, Honesty, Self Control,
Continuous Learning,

Hobbies

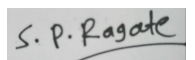
Works On Computer / Laptop, Works in Human Resource Management,
Hard Work, Works in Labour Law & Labour Welfare.

Declaration

I Hereby Declare That The Above Mentioned Information Is Correct Up To My Knowledge And I
Bear The Responsibility For The Correctness Pf The Above Mentioned Particulars.

Date : 21/11/2021

Place : Solapur



(Sachin Pandit Ragate)