**Resume**

* **PERSONAL PROFILE:**

**Name:** Srushti Rajesh Deshmukh.

**Address:** Chakan, Tal. Khed, Dist. Pune-410501.

**Contact:** 8975429690.

**Date of Birth:** 08/03/2000.

**Nationality:** Indian.

**Known Languages:** Hindi, Marathi, English.

**E-mai**l: srushti497@gmail.com

* **CAREER OBJECTIVE:**

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

* **EDUCATIONAL QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| C0URSE | INSTITUTE | YEAR OF PASSING | CGPA/PERCENTAGE |
| Bachelor of Business Administration | Audyogik Tantra Shikshan Sanstha, Chinchwad. | 2021 | 77% |
| HSC | Agasti College, Akole. | 2018 | 64% |
| SSC | Shri Shivaji Vidya Mandir ,Chakan. | 2016 | 89% |

* **STRENGTH:**

1. Hard Working
2. Discipline
3. Good Listener

* **WEAKNESS:**

1. Over thinker

* **EXPERIENCE:**

1. Company Name: Aditya Birla Fashion and Retail.Pvt.Ltd.

Period: 01-09-2019 to 30-01-2020

Designation: HR Intern

Key Responsibilities**:**

* + 1. Updating company databases by inputting new employee contact information and employment details.
    2. Organizing interviews with shortlisted candidates.
    3. Participate in organizing company events and careers day.

1. Company Name: Ludifu.com

Period: 01-09-2020 to 30-09-2020

Designation: HR Inter

Key Responsibilities:

1. Screen Resumes and application forms
2. Schedule and confirm interviews with candidate

* **TECHNICAL SKILLS:**
  1. Management Skills.
  2. Team Management.
  3. Adaptability.
* **PROJECTS:**

Quick Heal Antivirus

Given a Presentation on Cyber Crime Awareness.

* **ACHIEVEMENTS & AWARDS:**

1. Certified at Computer Institute for MSCIT.
2. Winner at a district level for Softball.
3. Runner up at a District level for Baseball.

* **ACTIVITIES:**

Voluntarily Participated at a National Service Scheme.

**PROJECTS:**

Did Business Exposure at Katraj dairy Products, Oerlikon Balzer’s, and Hydro pneumatics Pvt Ltd.

* **INTERESTS:**

Volunteer Work.

Community Involvement.

Leadership.

* **DECLARATION:**

I do hereby declare that the above particulars of facts and information stated are true, correct, and complete to the best of my knowledge.

SRUSHTI RAJESH DESHMUKH

DATE: PLACE: