
PRATIKSHA TATAR

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PROFESSIONAL SUMMARY

Multi-talented founder's desk adept at operating in diverse capacities to achieve business goals. Proficient in a wide range of areas, including training and placement, team management and strategic planning. Hardworking and proactive leader with a disciplined execution. Proven track record of driving company growth, enhancing operational efficiencies, and launching new products or services. Passionate about empowering entrepreneurs and fostering a collaborative, growth-oriented culture within the business. Strong expertise in business development, leadership, and project management with a focus on delivering value and ensuring long-term success.

SKILLS

- Growth Planning
- Training and Development
- Executive Support
- Human Resources
- Employee Scheduling
- Business Development
- Workflow Planning
- Strategy Development
- Staffing
- Team Leadership
- Communication Skills
- Negotiation Skills
- Research and Analysis
- Administrative Skills
- Leadership/Communication Skills

WORK HISTORY

Founder's Desk, 12/2024 - Till Date

Sonix Human Capital Solutions Pvt Ltd – Hyderabad (Remote)

- **Leadership & Strategic Vision:** Spearheaded the overall strategic direction of the company, ensuring alignment with long-term business goals, and fostering a culture of innovation and collaboration.
- **Business Development:** Identified and pursued new business opportunities, partnerships, and revenue streams, driving company growth and market penetration.

- **Operational Management:** Managed day-to-day operations, optimizing internal processes and workflows for efficiency, productivity, and scalability.
- **Team Building & Talent Acquisition:** Recruited, mentored, and led a diverse team of professionals, creating a positive and empowering environment that drove individual and collective success.
- **Project Management & Execution:** Oversaw project timelines, resource allocation, and risk management to ensure successful and timely delivery of key initiatives.
- **Problem-Solving & Decision Making:** Identified key challenges and opportunities, making data-driven decisions that positively impacted business growth and sustainability.
- **Compliance & Legal Oversight:** Ensured the company adhered to relevant regulations, industry standards, and best practices, while managing contracts, intellectual property, and legal matters.

Business Executive, 03/2023 - 02/2024

Sonix Human Capital Solutions Pvt Ltd – Hyderabad (Remote)

- Coordinated IT professional training.
- Trained employees for domains like JAVA, SQL.
- Involved in end to end process of employee enrollment till deployment.
- Developed and implemented strategies to increase executive efficiency.
- Organized and facilitated regular meetings with senior management.
- Collaborated with other departments in organization to develop strategic plans.
- Created reports summarizing progress against organizational goals and objectives.
- Identified opportunities for improvement in existing business processes.
- Assisted in developing long-term goals that align with corporate strategy.
- Directed day-to-day operations by spearheading implementation of short-term and long-term strategies to achieve business plan.
- Used excellent verbal skills to engage employees in conversation and effectively determine needs and requirements.
- Prepared staff work schedules and assigned team members to specific duties.
- Delegated work to staff, setting priorities and goals.

Rebar Detailer, 06/2016 - 04/2018

Prothious Engineering Services Pvt Ltd – Nashik

- Created drawings for rebar detailing using AutoCAD and Revit software.
- Verified accuracy of shop drawings, plans and specifications to ensure compliance with project requirements.
- Analyzed structural drawings to determine quantity of steel reinforcement bars required for each job.
- Assisted in developing rebar fabrication lists from structural drawings.
- Prepared detailed bar bending schedules according to engineering design standards and customer specifications.
- Maintained updated records of all changes made in existing drawings during revisions.
- Collaborated with team members on complex designs involving multiple disciplines.

EDUCATION

PG Diploma : Advanced Computing, 04/2022

Centre For Development of Advanced Computing - Hyderabad

Bachelor of Technology: Civil Engineering, 06/2016

Savitribai Phule Pune University - Nashik

Diploma: Civil Engineering, 06/2013

Maharashtra State Board of Technical Education - Nashik

PROJECT (C-DAC)

Project Title : Travelmania

Technologies Used :

Frontend - HTML5, CSS, Bootstrap, JavaScript, Ajax, JQuery, JSP

Backend- Java

Database - MYSQL

Project Description : The proposed system is a web-based application and maintains a centralized repository of all related information. The system allows one to easily access the relevant information and make necessary travel arrangements. TravelMania is a web application which gives information on packages available to the users, the user has to register/login the web application and select the package and book the package for a particular date. The user can change the package or cancel the package at any time.

CERTIFICATIONS

- International English Language Testing System : 6.5 score

LANGUAGES

English



Bilingual or Proficient (C2)

Hindi



Bilingual or Proficient (C2)

Marathi



Bilingual or Proficient (C2)