

Prajakta Vijay Deshmukh  
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**OBJECTIVE:**

To acquire a demanding and challenging position, to make effective use of skills, in order  
To ensure success to the organization.  
To be part of an Organization committed to creating a work environment where everyone  
Has the opportunity to thrive and succeed.

**ACADEMIC QUALIFICATIONS:**

• S.S.C.	Mumbai Board. 2 <sup>st</sup> class (55%) March 2008
• H.S.C.	Mumbai Board, 2 <sup>st</sup> class (50%), March 2010
• T.Y.B.com (Banking and Insurance)	Mumbai University, 1 <sup>st</sup> class (62.25%) March 2013
• M.com (Banking and Finance)	Mumbai University, B Grade, May 2015

**ACADEMIC Projects:**

• T.Y.B.com (Banking and Insurance)	Frauds In Insurance Sector
• M.com (Banking and Finance)	Foreign Bank Products (CITI BANK)

**Pursuing HR course from "PACE CAREER ACADEMY"**

**COMPUTER SKILLS OPERATING SYSTEM:**

• Computer Basic Course	MS-CIT, MS-OFFICE
• MS Excel	Good Knowledge of Advance Excel
• Tally ERP 9	Basic Knowledge

**Work Experience:**

**CURRENT JOB PROFILE INCLUDES:**

**Organization:** G5 Web Services, Mulund Mumbai

**Department:** HR Department

**Designation:** HR- Admin Executive

**Period:** April 2018 to July 2019

- Preparing or updating employment records related to hiring, promoting & terminating.
- Explaining HR policies & company rules to new & exiting employees.
- Ensuring new hire paperwork is completed & processed.
- Informing job applicants of job duties, responsibilities, work conditions & promotions.
- Hiring Process, which includes coordinating job posts, reviewing resumes.
- Joining & Exit Formalities.
- Drafting Letters as and When required.
- Salary Calculations of Employees.
- Leave Management & Attendance.
- Employee Engagement Activities.
- Daily Expenses.
- Admin as well as accounting work.

**Current CTC- 2,04,000 P.A.**

**Expected CTC- 30% hike on Current salary.**

**JOB PROFILE INCLUDES:**

**Organization:** Bombay Finance, Mulund Mumbai

**Department:** Back Office

**Designation:** Junior Executive

**Period:** December 2016 to October 2017

- Excel Documentation & Daily Report
- Data Entry

**JOB PROFILE INCLUDES:**

**Organization:** Axis Bank, Airoli Mumbai

**Department:** EDC process

**Designation:** Junior Executive

**Period:** July 2015 to October 2015

- EDC Process includes scrutiny of applications forms of POS.

**PERSONAL PARTICULARS:**

NAME IN FULL	:	<b>PRAJAKTA VIJAY DESHMUKH</b>
NATIONALITY	:	Indian
RELIGION	:	Hindu
MARITAL STATUS	:	Unmarried
DATE OF BIRTH	:	12 <sup>th</sup> August 1992
HOBBIES	:	Reading, Listening Music, Drawing
E-Mail ID	:	ankita.deshmukh7@gmail.com
LANGUAGES KNOWN	:	English, Hindi and Marathi

**Commitment:** If given opportunity to work, I promise would work to the peak of my efficiency and excellence for the goodwill and prosperity of the company. There's no working time bar on my part. And I believe in "Actions speak louder than words".