**Curriculum Vitae**

**PERSONAL INFORMATION**

● NAME : Ankur Rajendra Kulkarni

● DATE OF BIRTH : May 13, 1991

● AGE : 26 Years

● COMMUNICATION

ADDRESS : “Ramnanda”, Dena Bank Colony, In front Of Tarade Hosp.

Savedi Road,Ahmednagar 414003.

● PERMANENT ADDRESS : “Ramnanda”, Dena Bank Colony, In front Of Tarade Hosp.

Savedi Road, Ahmednagar 414003.

● CONTACT NUMBER : (M) +918149627800/8329194420

● E-MAIL ID : [ankurcoolkarni@gmail.com](mailto:ankurcoolkarni@gmail.com)

**OBJECTIVE**

### Seeking an entry level position to utilize my skills and abilities in the area that offers professional growth, while being resourceful, innovative and flexible that will help me to perform to my full potential in benefit of the organization.

**EDUCATIONAL QUALIFICATION**

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| --- | --- | --- | --- |
| EXAM | BOARD/UNIVERSITY | CLASS | YEAR OF PASSING |
| M.P.M | Pune University | Pass with **B** Grade | 2015 |
| B.Com | Pune University | Pass Class | 2013 |
| H.S.C. | H.S.C. Board ,Pune. | Second Class | 2008 |
| S.S.C. | S.S.C.Board, Pune. | First Class | 2006 |

● NAME OF COLLEGE:-Pemraj Sarda College, Ahmednagar,414003.

●Institute and Management Studies,Ahmednagar,414003.

**PROJECT DETAILS**

**MPM SIP**

**Project Title: Study Of Performance Appraisal System in DSM India Pvt. Ltd**.

In this project, I availed the opportunity to survey and study on Current Performance Appraisal System of DSM India Pvt. Ltd. At Ranjangaon,Pune.

**WORK EXPERIENCE**

**KONTAK .COMFORTS. PVT. LTD. (SLEEPEZEE MATTRESSES MANUFACTURING)**

**AN ISO 9001:2008 CERTIFIED COMPANY.**

**DESIGNATION: HR and Admin Executive.**

**Working From: April 2016 (Present)**

**RESPONSIBILIRIES:**

● Salary calculation.

● Recruitment.(From various portals, Recruitment firm)

● Skill matrix.

● Handling confidential information in professional manner.

● Attended ISO 9001:2008 audit.

● Monitored HR department general expenses.

● Muster roll preparation in timely manner.

● Monitoring progress of an employees career.

● Handled employees grievances.

● PF, Gratuity, VRS, all insurance. (health, vehicle.)

● ER-1 Filling, Maintaining accident register.

### **STRENGTH**

●Good convincing and communication skill.

●Commitment towards quality-work and enthusiasm to learn.

●Detail Oriented.

●Hard working.

**COMPUTER KNOWLEDGE**

Computer Fundamentals, MS-Office & Internet.

**LANGUAGES KNOWN**

Marathi, Hindi, English.

**EXTRA CURICULAR ACTIVITIES**

● Participated in different drama competitions and won prize in “Ahmednagar Backstage Artist Association” at District level, held at Same place.

● Participated in college level events (viz. Musical Concert).

● Passed Exam of Keyboard with First Class held by Akhil Bhartiya Gandharv Mahavidyalay.

**HOBBIES**

● Travelling.

● Playing Keyboard.

● Reading.

**Date**:

**Place:**

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(Ankur Kulkarni)