

RESUME

Name : SWATI SOMNATH KANDE (BCS,MBA-HR) Email : swatimundhe2@gmail.com Mobile No: +91- 9028222286 / 9975646599	Address: Plot 257, Bajrang Nagar, Chikalhana, Aurangabad -431001
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OBJECTIVE

1. To be an experienced managerial/teaching professional in growing & reputed organization.
2. To work in dynamic and challenging environment for the benefit of concern organization as well as to enhance my skills and achieve personal satisfaction.

EDUCATIONAL QUALIFICATIONS

Examination	Institution	Board / University	Passing Year	% of Marks
M.B.A-(HR)	MGM Institute of Management	Dr.B.A.M. University, Aurangabad	May 2012	55.31%
B.C. S	Vasant Rao Naik College	Dr.B.A.M. University, Aurangabad	March 2010	67.27%
H.S.C	Shiv Chhatrapati College	H.S.C Board, Aurangabad	March 2006	63.00%
S.S.C	Sushila Devi Deshmukh Vidhyalaya	S.S.C Board, Aurangabad	March 2004	80.40%

WORKING EXPERIENCE

Employer/Organization Name	Designation	Department	Experience (Period) From To	Nature of Duties Performed
Hi-Tech institute of Management & Computer Science, Waluj, Aurangabad	Asst. Professor	B.B.A & B.C.A	01/07/2014 to 15/05/2015	B.B.A & B.C.A Subjects Carried out. Administrative activities done.

EXCEL PVT. LTD H-60, M.I.D.C, Waluj, Aurangabad	HR Officer (Trainee)	Human Resource	01/07/2013 to 31/12/13	1. Recruitment Procedure 2. Monthly Salary & Wages Calculation of employees 3. Daily attendance Checking 4. PO Preparation for M/C Order 5. Prepare of PI, TI, Dispatch intimation 6. Excel working 7. MS Office working & Documentation work
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AREA OF INTEREST

1. Human Resource Mgmt.
2. Administration & Mgmt.
3. Recruitment & Selection
4. Teaching

COMPUTER PROFICIENCY

1. **Programming languages:** C & Basics of C++, VB, JAVA.
2. **Operating System known:** Windows(98/2000/XP/Vista/Windows 7)
3. **Documentation Skills** : Microsoft Office 2003/07, Gov. MS-CIT Exam passed

PROJECT WORK

1. Study of recruitment and selection at S.S. Controls Pvt.Ltd. Aurangabad.
2. Study of Labor Welfare facility in Balkrishna industries Ltd. Aurangabad.

STRENGTHS

- I'm having ability to learn fast and implement
- I' having good communication & negotiation skill
- I'm having Good Observation Skill

HOBBIES AND INTERESTS

- **Hobbies:** -
 - Net surfing
 - Watching T.V Serials
- **Interests:** -
 - Teaching & Reading news paper

PERSONAL PROFILE

Name : Swati S. Kande
Marital Status : Married.
Nationality : Indian
Date of Birth : 12th march 1989.
Languages Known : English, Hindi, Marathi
Permanent Address : Plot 257, Bajrang Nagar, Chikalhana,Aurangabad-431001 (M.S)
Gender : Female
Mobile No : +91 9028222286/9028222276

PERSONAL PROFILE

I declared above information is correct and true to the best of my knowledge and belief. If given opportunity in your esteemed organization I assured, you of my best service and prove to be an asset of your organization.

Date:

Place: Aurangabad

(Swati S. Kande)