

Resume

Name:

Miss. Sai Rajeev Patil

E-mail:

Saipatil0507@gmail.com

Phone no:

+918766462299

Objective:

To pursue a challenging carrier in the field of education and to be associated with a progressive organization that gives me a scope to update my knowledge and enhance my skills.

**Academics
Qualification
:**

QUALIFICA TION	UNIVERSIT Y	PERCENTA GE	YEAR	GRADE
S.S.C.	KOLHAPUR	77.40%	2015	O
H.S.C.	KOLHAPUR	56%	2017	B+
B.A	PUNE	74.00%	2017-2020	A+
MBA HR MARKTING	VTU, BELAGAVI	74.00%	2021-2023	A+

**Work
Experience:**

July 2024- May 2025
Sadguru Gadge Maharaj College Karad
Assistant Professor BBA Dept

-----**Wertmark PVT LTD, Mumbai** (Nov 2023- April 2024)
Recruitment Executive

While working there, I managed recruitment and training activities, including:

- Resume Screening: Reviewing resumes and shortlisting candidates for interviews.
- Interview Coordination: Scheduling and organizing interviews with candidates and hiring managers.
- Training Coordination: Organizing training sessions and workshops for employees.

Research Work :	<p>April 2023 - May 2023 GETINGE INDIA , Andheri East., Mumbai.</p> <p>Internship- Impact of Events and Social Media on Customer Engagement.</p> <ul style="list-style-type: none"> • While doing internship I have done research and made a report on the company's social media activities which engages their customers. • Additionally, I researched and supported various events, such as promotional and marketing activities which helped me to enhance my communication and management skills. <p>Nov 2022 - Dec 2022 AKKI'S BISTRO Tararani park., Kolhapur.</p> <p>Internship- Organization Structure Study</p> <p>In an organizational study, I conducted a comprehensive analysis to understand the structure, processes, culture, and performance of the organization. During my internship, I focused on performance management activities, including continuous feedback, performance appraisals, and regular monitoring.</p> <ul style="list-style-type: none"> • For constructive feedback, I prepared Excel templates to record employee performance. • Additionally, I implemented a 360-degree feedback system, gathering input from peers, subordinates, and supervisors to provide a comprehensive performance evaluation.
IT Skills:	<ul style="list-style-type: none"> • MS Office suit • R- Command • SSPP • SAP Success factors • Canva • Publer

**Personal
Information:**

- **Name** : Sai Rajeev Patil
- **Father's Name** : Rajeev Narayan Patil
- **Date of Birth** : 05 July 1999
- **Gender** : female
- **Nationality** : Indian
- **Languages Known** : English, Marathi, and Hindi
- **Address** : At post. Oglewadi
- **Mob. No** : 8766462299
- **E-Mail** : saipatil0507@gmail.com

I declare that the above information given is true and correct as per best of my knowledge.