



SAI RAJEEV PATIL

MBA in HR & Marketing

8766462299

saipatil0507@gmail.com

At post Ogalewadi Karad
415105, India

05 July 1999

Indian Female

Unmarried

Education

MBA HR

Visvesvaray Technological
University, , Belagavi.
2021 - 2023

Bachelor of Arts

ST. Mira's college, Pune.
2017 - 2020

HSC

SGM, Karad.
2015 - 2017

High School

Holy Family Convent School,
Karad.
2015

Expertise

Management Skills

Communication

Multi-Tasking

Quick Learner

Relationship
Management

Language

English Hindi

Marathi

Experience

Nov 2023- April 2024

Wertmark PVT.LTD, Mumbai

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.

April 2023 - May 2023

GETINGE INDIA , Andheri East., Mumbai.

Internship- Impact of Events and Social Media on Customer Engagement.

- 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.

Nov 2022 - Dec 2022

AKKI'S BISTRO | Tararani park., Kolhapur.

Internship- Organization Structure Study

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.

- 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.

INTREST

Reading

Teaching

Puzzel Game.

Tools

MS Office suit

SAP Success factors

R- Command

Canva

SSPP

Publer