**SHIVANGI SANDEEP MUTATKAR**

Naama Apartment, Plot No-53,

Sector-R-1, Pushpak Node,

Karanjade, Tal-Panvel,

District- Raigarh

Pincode-410206

Email:

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9511787916

# CAREER OBJECTIVE

To work in a competitive and challenging environment where I can explore my abilities to the fullest, enhancing my professional career and in turn contribute to the growth of the organization.

# EDUCATIONAL QUALIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Institution** | **Board/University** | **Year of Passing** | **Marks in**  **% / CGPA** |
| BMS (HR) | Pillai HOC College of Arts, Science and Commerce, Rasayani | Mumbai University | (2017-  2019) | 7.16 |
| HSC | Pillai’s H.o.c International school and junior college | State Board | March 2016 | 62% |
| SSC | Pillai’s H.o.c International school and junior college | CBSE | March 2014 | 58% |

**SKILL SUMMARY:**

TECHNICAL:

* + - Basic knowledge of computer
    - Done MS-CIT course
    - Crash Course on Tally
    - Pursuing SAP HCM Course

# PERSONALITY TRAITS

* Language known English, Hindi, Marathi, Germany
* Adaptable & Dedicated.
* Good Listener.
* Hard working and willing to take responsibilities.
* Ability to work in multi-functional team.
* Eager to learn new things.

# INTERNSHIP

* Attended summer internship at Hindustan Insecticide Limited for 1month & 15days.

# MINIPROJECT

* **TOPIC:** Training & Development of employees in Hindustan Insecticide Limited.
* **DESCRIPTION:** Training and Development plays a very crucial role in an every organization. Different methods used of training and development to improve the employees.

# TRAINING/WORKSHOP

* Attended a **workshop of IDFC Bank and cleared Group Discussion round** conducted by Pillai HOC College.

# ACHIEVEMENTS - ACADEMIC

* Participated in **Elocution, Debate Competition** at inter school level.

# Presented a paper presentation on the topic “Impact of Demonetization on India”

at “Dr. APJ Abdul Kalam Memorial Students Seminar” in 2016-17.

* Participated in “The 54th A.D.Shroff Memorial Elocution Competition.”

# EXTRA CURRICULAR ACTIVITIES

* Represented school at State Level and at National level in Athletics and Throwball also achieved Gold Medal in Relay ( 4\*100m)**.**
* Relay player who coordinates very well with the team.
* Participated in the special campaign programme organized by **NSS** on the theme **“HEALTHY YOUTH FOR HEALTHY INDIA”.**

# PERSONAL PROFILE

* **Date of Birth** :19.06.1998
* **Father’s Name** : Sandeep Shrikrishna mutatkar
* **Marital Status** : Single
* **Blood Group** :O+ve
* **Hobbies** : Gardening, Surfing internet, Listening music, Dancing
* **Languages Known** : Marathi, English, Hindi and Germany

# DECLARATION

I hereby declare that all the details furnished above are true to the best of my knowledge and belief.

PLACE: DATE:

Yours faithfully

Shivangi Mutatkar