



TEJAL MOKHAL

ASST.HR MANAGER

About Me

Dedicated and detail-oriented Asst.HR Manager with 7 years of experience. Eager to apply for HR Analyst position in IT Industry.

My Contact

✉ Tejalmokhal39@gmail.com

☎ 9156983443

📍 Marathon Nexzone, Palaspe,
Panvel 410221

Skills

- **HR Procedures**
- **MySQL**
- **PowerBI**
- **Python**

Education Background

- **IT Vedant**

Masters in Data Science & AI

- **Prabhakar Patil Education Society**

MMS in Human Resources

- **Kohinoor College of Hotel Management**
Bachelor of Science in Hotel & Tourism Management
- **Gokhale college**

Higher Schooling certificate

- **K.E.S English Medium School Secondary Schooling certificate**

Professional Experience

Aaryan Devcon Pvt Ltd

HR Manager(Remote)

Duration- Jun 21 to Dec 23

Kamal Motors- Navi Mumbai

Asst.Manager HR

Duration- Oct 2020 till May 2021

Center Point Hotels and Resorts-Navi Mumbai

Assistant Human Resources Manager.
Duration: Dec 2019 to Oct 2020

Hotel Maple Ivy

Head of Department-Human Resources & OperationsDuration: 2 Years

(29th June2015 –15th July 2019)

PROJECTS:

1. **HR Analytics Dashboard- Using PowerBI -(Staff Attrition Rate)**
2. **Diwali Sale Analysis- Python- (Check the sale parameters)**
3. **Drinking water notification & Receipt calculator- Using Python**
4. **Mazz AI desktop assistant for personal use- Using Python**



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Sept, 2023

TEJAL MOKAL

Dear Hiring Manager,

I am writing to apply for the position of Human Resources Manager at your organisation. As someone in management with over 7 years of experience in the field, I have developed expertise and earned achievements that I am excited to bring to your organization. I believe my skills can help your team and organization grow. I've always been interested in helping businesses develop and would be excited to contribute to the current growth that your organization has expressed on its website.

After I graduated from Mumbai University with my degree in Hospitality & Tourism Management, I pursued a Masters in Human Resources Management to explore my talents and grow my skills. Since then, I've continued growing, earning my certifications and increasing the overall productivity and efficacy of teams within the organizations I worked with in my career.

While I was working as a Human Resources Personnel I realized the need of IT knowledge in order to grow & make the organization grow, thus I decided to pursue Data Science & AI. With a detailed eye I am looking for the HR analyst position into IT industry,

Thank you for taking the time to review my application materials. I'd be delighted to answer any questions you have about my qualifications. I'm excited about the opportunity in your esteemed organisation.

Sincerely,

Tejal Mokal