

ROLL NUMBER: P2201001

Eshika Vikas Patil

Female

DOB

22-Jun-2004

TECHNICAL SKILLS

- MS Office
- C++
- c

PERMANENT ADDRESS

H - 1003, Lake Vista Society,
 Shaninagar, Katraj
 City: Pune
 State: Maharashtra
 Pincode: 411046

LANGUAGE

- English
- Hindi
- Marathi

INTERESTS

- Dance
- Singing
- Painting
- Swimming
- Reading

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-NBS	NICMAR University, Pune	8.10	2027
Graduation	NICMAR UNIVERSITY, PUNE	80.56	2025-Apr
Intermediate	CENTRAL BOARD OF SECONDARY EDUCATION, DELHI	73	2022-Jun
High School	CENTRAL BOARD OF SECONDARY EDUCATION, DELHI	76.6	2020-Jul

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 17 Weeks)
RUCHA GROUP

06-May-2024 - 06-Jul-2024

8 Weeks
PROFILE: HR INTERN

- Initial role was to make personal files data of all existing employees
- Collecting required documents and details and updating data of employees.
- Maintaining the attendance sheet of all employees across locations.
- Job posting through Employment portals
- Screening of Cvs and resumes through Employment portals and conducting firsthand telephonic interviews
- shortlisting suitable candidates and lining up interviews for required posts.
- Making Ppts related to policies including Leave policy, Induction Presentation etc
- Making Flow charts of Leave policy and Employee Life cycle.
- Assisted in making Employee Salary Slips
- Handling documentation work during onboarding of employees
- Formatted new Employee Application Form.
- Updating Employee Master Data.
- Assisted in creating Organizational Structure chart

COGNIZEN INNOVATION

12-May-2025 - 12-Jul-2025

8 Weeks
PROFILE: HR+ MARKETING

- **Marketing roles:**
 - Conducted client pitching for the company's investment portfolios (insurance etc)
 - Maintained and submitted Daily Sales Reports (DSR) to track sales and client interactions.
 - Managed end-to-end investor onboarding process, including documentation and follow-ups.
 - Engaged in lead generation and client communication, strengthening persuasion and negotiation skills.
- **HR roles:-**
 - Designed and drafted Job Descriptions (JD) for multiple roles.
 - Prepared and managed recruitment mailers for interview scheduling and candidate selection.
 - Developed HRM research reports on BFSI sector practices and international HR policies.
 - Executed a data creation report by building a database of Pune college placement cells for recruitment outreach.

CERTIFICATION DETAIL

- Yoga and positive psychology for managing career and life
- Hindi Bhasha Bodh
- Korean I
- English for research paper writing

ACHIEVEMENT DETAIL

- Secured 1st prize in one plus one dance event in Reverbs 2023
- Secured 2nd prize in singing through the ages, singing event in reverbs 2023
- Two months community service in Dr Hedgewar Rugnalay 2023
- Social Immersion program at Nisargmitra 2025.