

ROLL NUMBER: P2201007**Pooja Jayant Bhangale**

Female

DOB

21-Jul-2003

TECHNICAL SKILLS

- MS Office
- PowerPoint

PERMANENT ADDRESS

B-2 Suyash Row Bunglow, Krushna
Park, Panchak, Jail Road, Nashik
Road

City: Nashik

State: Maharashtra

Pincode: 422101

LANGUAGE

- English
- Hindi and Marathi

INTERESTS

- Music
- Badminton
- Trekking

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-NBS	NICMAR University, Pune	6.98	2027
Graduation	NICMAR UNIVERSITY,. PUNE	75.43	2025-Apr
Intermediate	COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATION, NEW DELHI	84.67	2021-Aug
High School	COUNCIL FOR THE INDIAN SCHOOL CERTIFICATE EXAMINATION, NEW DELHI	75.5	2019-May

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

06-May-2024 - 06-Jul-2024

8 Weeks**PROFILE: HR INTERN**

- Screening of CV/ resume.
- Shortlisting candidates and scheduling interviews.
- Assisting with recruitment.
- Maintaining the accuracy of employee files.
- Maintaining the data of left employees.
- Making presentations and flowcharts.
- Job posting through employment portal.
- Assisted in making salary slips.
- Handling documentation work during on-boarding new employees.
- Updating employee master data.
- Assisted in creating organisational structure chart.

COGNIZEN INNOVATIONS

12-May-2025 - 12-Jul-2025

8 Weeks**PROFILE: HR AND MARKETING INTERN****HR responsibilities:**

- Preparing HR-related PowerPoint presentations and reports.
- Research on HR practices and universities for benchmarking.
- Assisting in salary slip preparation and payroll support.
- Drafted and updated Job Descriptions (JDs) for multiple roles, ensuring alignment with organizational requirements.
- Drafted mailers for congratulatory emails to CRCs (Campus Recruitment Cells) and interns selected for internships.
- Collected placement cell contact details of campuses for recruitment outreach.
- Researched and documented HR policies and talent acquisition processes of various locations.

Marketing responsibilities:

- Learned product knowledge for effective pitching.
- Pitched products/services to clients.
- Tailor pitches as per client status.
- Used examples to make pitches persuasive.
- Asked questions to involve clients & address concerns.
- Managed and updated Excel sheets for follow-ups and client interactions.
- Handled documentation and follow-up processes.

CERTIFICATION DETAIL

- Yoga and Positive Psychology for Managing Career and Life
- Hindi Bhasha Bhod
- English for research paper writing

ACHIEVEMENT DETAIL

One month community service at Matoshri Vrudh-Aashram from 5 June,2023 to 4 July,2023._x000D_ Roles and responsibilities:_x000D_ (1)Spending time with them and consoling them._x000D_ (2) Helping them in there daily chores._x000D_ (3)Assist in maintaining contact with family, friends and the community.