

ROLL NUMBER: P25701011**Meet Sanjay Patel**

Male

DOB

06-Jul-2000

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera

PERMANENT ADDRESS

F-2, Silver Leaf Appartment, Tirthrup
Nagar, Chawhan Colony, Near
W.C.L. Quarter, CHANDRAPUR
City: Chandrapur
State: Maharashtra
Pincode: 442401

LANGUAGE

- ENGLISH
- HINDI
- MARATHI GUJARATI

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-APM	NICMAR University, Pune	8.67	2027
Graduation	SINHGAD INSTITUTE OF TECHNOLOGY, LONAVALA	83.69	2022-Aug
Diploma	BAJAJ CHANDRAPUR POLYTECHNIC, CHANDRAPUR	78.4	2019-Jul
High School	MAHARASHTRA STATE BOARD OF SECONDARY & HIGHER SECONDARY EDUCATION, PUNE	74.8	2016-Apr

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 162 Weeks)**Hani Enterprises**

15-Jul-2022 - 30-Jun-2025

154 Weeks**PROFILE:** Operation and Maintenance Executive

I was responsible for overseeing on-site operations, coordinating with clients, managing service schedules, and ensuring timely completion of maintenance tasks.

Majestic Realities

04-May-2026 - 27-Jun-2026

7 Weeks**PROFILE:** HR Operations & Project Coordination Intern

* Workforce Planning & HR Operations: Assisted in workforce planning, HR documentation, candidate database management, and recruitment reporting to ensure efficient HR operations and process compliance.

* Talent Acquisition Coordination: Facilitated candidate sourcing, profile screening, interview scheduling, and recruitment tracking through LinkedIn, job portals, and direct outreach to support timely hiring requirements.

* Stakeholder Coordination & Market Research: Coordinated with hiring managers and candidates, conducted competitor talent mapping, and prepared educational institute databases to support strategic recruitment initiatives.

CERTIFICATION DETAIL

- Project Management: The Basics for Success
- Introduction to Corporate Finance