

Reference No.....



# Priti D. Vishwakarma

**Contact Information:** 7039375646**DOB:** 02 /01/2000**Email Id :**[priti.vishwakarma@asbm.edu.in](mailto:priti.vishwakarma@asbm.edu.in)**LinkedIn:**<https://www.linkedin.com/in/priti-vishwakarma-abba92266>**Permanent Address:** 6th floor, 602, Rehab Bldg. No:2 Cabin B CTS No 610 Pt, Dindoshi, Nr J.P Decks Goregaon (E), Mumbai-pin code - 400063**Career Objective**

I want to work with an organization that can give me ample of opportunities to enhance my capabilities and skills which will help in the growth of t organization.

**Managerial Skills:**

- Active Listening
- Team Player
- Time Management
- Adaptability

**Technical Competencies &****Additional Certifications:**

- Microsoft Office
- Tally Basic & Advance

**Languages Known:**

- English
- Hindi
- Marathi

**Interests and Hobbies:**

- Reading
- Drawing
- Cooking

**Academics**

Course	Institute & University	Year of Passing	CGPA/ Percentage
MMS (Human Resource)	AICTE Approved – Aditya school of business Management	2024	Pursuing
Graduation	University of Mumbai- Nirmala College of Commerce	2022	7.53CGPI
H.S.C	Maharashtra State Board- Aditya Junior College	2019	43.85%
S.S.C	Maharashtra State Board- Queen Mary High School	2017	47.40%

**Corporate Exposure****Summer Internship****Duration:** 10th May to 10th July**Temple Packaging Private Ltd.****Project Title:** Recruitment and Selection.

- Cold calling for lead company
- Responsible to polish candidate before the As per the company requirements
- Maintain up to- date salary attendance sheet records for all Employees.

**Projects & Assignments**

- Volunteered in tree plantation program. (Nirmala College)
- Part of various Presentations:
  1. Spreading awareness on the “International Day for the Eradication Poverty”
  2. Research and study on Artificial Intelligence
  3. Study of sustainability report of ICICI Bank
  4. Marketing mix of Lodha Real Estate

**Co-Curricular Activities**

- Participated and won 1st place in racing competition held by college
- Participated in post-graduation college festival “HR Conclave”
- Volunteered for teaching under privileged students at “We Can We Will Foundation.”
- Held 1stPlace in Collage making competition (Azadi ka Amrit Mahotsav)



## RESUME FORMAT

**Department:** Training, Placement & Alumni

**Format No:** ASBM/TPA/RF/02

**Version:** 00

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R.M. Bhattad Road, Ram Nagar, Borivali (West), Mumbai – 400 092.