

# RESUME

## **NIRAJ VINAYAK VISPUTE**

MBA(HR) Fresher

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### **Career Objective:**

Seeking a position to utilize my skills and abilities in Industry, put my best efforts. I would like to work in challenging environment, which provides immense satisfaction in learning. I am prepared to deliver my best.

### **Academic Credentials:**

<b>Qualification</b>	<b>Institution</b>	<b>Board/University</b>	<b>Month &amp; Year of Passing</b>	<b>Marks Obtained %</b>
MBA [HRM]	Dr.Moonje Institute of Management, Nashik	Savitribai Phule Pune University	2018-2020	69
B.Com [Distance Learning]	Himalayan University,Itanagar(A.P.)	Himalayan University,Itanagar(A.P)	2015-2018	73.57
H.S.C 12 <sup>th</sup>	K.R.Navlakha Commerce College, Jamner-424206	Maharashtra State Board, Nashik	2012-2013	49.67
S.S.C 10 <sup>th</sup>	New English School, Jamner- 424206	Maharashtra State Board, Nashik	2010-2011	76.20

### **Work Experience:**

- Institution – Sushila Gas Agency
- Department – Bharat Gas Cylinder Provider
- Designation – Computer Operator
- Period – Mar 2015 – Jul 2018
- Place – Jamner
  
- Institution – Bhonsala Bhavan
- Department – C.H.M.E.Education Society's Head Office
- Designation – HR Assistant [Intern]
- Period - June 2019 - Aug 2019
- Place – Nashik

## **Project Undertaken:**

- Philips & Technocrats product project  
MBA-I
- Wipro Consumer and Lighting Care Project
- SIP Project on Salary and Wages  
Administration at C.H.M.E.Society, Nashik  
4 months experienced in payroll management.  
MBA-II (HRM)
- Dissertation Report on Job Satisfaction  
And it's Effects on Performance of PVN Transformers PVT. LTD.

## **Abilities:**

- Problem solving skills to coordinate and resolve problems efficiently
- Capable of Good learning & listening Skills & implement it according to project requirements.
- Good verbal & written communication skills.
- Typing

## **Computer knowledge:**

- Work Experience to MS-Office applications Excel, Word, PowerPoint etc.
- Expert knowledge of Internet handling.
- Good knowledge about MIS Reporting, Advance Excel tools, Beginner in VBA-Excel and SAP Business One 9.3.

## **Extra Curricular Activities:**

- Successfully completed 3 Months Internship in Human Resource Management Bhonsala Bhavan under Office Superintendent.
- Actively worked with the school cultural committee and organized as well as participated in many cultural activity held at school level.
- As class representative coordinated & planned all the activity related to class, in coordination with the professors & college committee.

## **Hobbies:**

- Cycling, Trekking, Traveling etc.
- Listening to Music, Watching Movies and Web Series.
- Reading Newspaper and Spiritual Books.

**Personal Details:**

**Name** : Niraj Vinayak Vispute

**Date of Birth** : 23<sup>rd</sup> Nov 1995

**Gender** : Male

**Marital Status** : Unmarried

**Nationality** : Indian

**Linguistic Ability** : Marathi, English, Hindi

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**Mobile No.** : 8208685104/9405794029

**Email address.** : [sonarniraj80@gmail.com](mailto:sonarniraj80@gmail.com)

**Declaration:**

I Niraj Vinayak Vispute hereby declare that particulars in the resume are correct to the best of my knowledge and belief. Hence I request you to consider my application & give me chance to serve in your esteemed organization.

**Place:**

**Yours Sincerely,**

**Date:** / /2021

**(Niraj Vinayak Vispute)**