

RUKSAR SHAIKH

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SUMMARY

To obtain a role in a dynamic company where I can contribute to its success through my experience and **skills**, while also learning from the company and developing my career as a **Human Resources professional**.

EDUCATION

Master's: Human Resource Management Shivaji University 56.25%	Jun. 2014 to Dec. 2016 Satara
Bachelor's: Science - Microbiology Shivaji University 62.24%	Jun. 2011 to Jun. 2014 Satara

EXPERIENCE

Summer Intern Kanase Auto Wheels Pvt. Ltd	Jul. 2015 to Aug. 2015 Satara
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- Work alongside with HR Manager on daily basis.
- Organized the recruitment and orientation of new apprentices.
- Maintained employees records, training and personal information.
- Organized miscellaneous internal events.

SKILLS

- Microsoft Office
- Employee Relations
- Communication
- Data Entry

EXTRA CURRICULAR ACTIVITIES

- Active Participation in **MAS** Survey.
- Participation in **KEN** Activity.
- Active Participation in Research on Marketing Survey on Valentine Day in Satara.