

ABHISHEK GAIKWAD

HR Enthusiast



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SUMMARY

Dynamic and people-oriented professional transitioning into HR, leveraging a strong background in operations and team management. Skilled in talent acquisition, employee engagement, and HR operations, with an MBA in Marketing enhancing strategic thinking. Passionate about fostering a positive work culture and aligning HR initiatives with business goals. Seeking an opportunity to contribute to a growth-driven organization.

INTERNSHIPS

HR Executive

07/2023-12/2024

NISHITRONIC INSTRUMENTATION - Pune

- Manage end-to-end recruitment, including sourcing, screening, and onboarding candidates.
- Oversee employee engagement initiatives to foster a positive work environment.
- Maintain and update HR records, policies, and compliance with labor laws.
- Handle payroll processing, attendance tracking, and benefits administration.
- Address employee grievances and ensure smooth conflict resolution.
- Conduct training and development programs to enhance workforce skills.
- Support performance management and appraisal processes.
- Collaborate with management to drive HR strategies aligned with business goals

HR Intern - Anand Engineering Work- Pune

08/2023- 09/2023

- Organized and stored employment forms and information.
- Conducted research on best practices in human resources management.
- Assisted with the recruitment process by conducting initial phone screens and scheduling interviews.
- Developed reports for HR team members to use during meetings and presentations.

EDUCATION

- SKN Sinhgad School of Business Management, Pune 2024
MBA|HR & MARKETING
69.31%
- Savitribai Phule Pune University Saswad-Pune 2022
BACHELORS OF SCIENCE MICROBIOLOGY
72%
- M.E.S. Waghire Jr. College Saswad, Pune 2019
HIGHER SECONDARY SCHOOL CERTIFICATE IN SCIENCE
57.69%
- M.E.S. Waghire High schools Saswad, Pune. 2017
SECONDARY SCHOOL CERTIFICATE
83.40%

+ SKILLS

- Interpersonal Skill
- Organization Skills
- Decision-making
- Analytical Skills
- Multitasking
- CRM software
- Marketing analytics
- Power BI tool
- Problem-solving
- Proficient in MS office
- Web analytics

+ LANGUAGES

- English
- Hindi
- Marathi

+ COURSES

- **HR Analytics, University Of California (Coursera)**
- **TCS ion Career Edge**
- **Strategic Human Resource, (LinkedIn)**

+ EXTRA-CURRICULAR ACTIVITIES

- Nirmal Wari
- Taljai Tree Plantation
- Sakal Marathon