

RESUME

Harshada Ravindra Sonawane

Contact No:- 9545415761

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Career Objective :-

Motivated and dedicated MBA (HR) student seeking an opportunity to begin my career in Human Resources. Eager to apply my academic knowledge, enhance my professional skills, and contribute effectively to organizational growth while continuously learning and developing.

Education :-

- Savitribai phule pune
university MBA (HR)
CGPA : 7.71 2026
- Savitribai phule pune
university B.Com
64.64% 2023
- Maharashtra state
board HSC
62.62% 2020
- Maharashtra state
board SSC
60.00% 2017

Skills :-

1. Basic knowledge of HR concepts
2. Good Communication Skills
3. Time Management
4. Positive Attitude
5. Willingness to Learn

Academic Projects / Internships

Project Title :-

Health And safety measures of the employee and Various Activities

Description :-

- Studied employee health and safety measures as per the Factories Act, 1948
- Understood statutory provisions related to employee welfare and workplace safety
- Analyzed various health, safety, and welfare activities implemented in organizations
- Gained basic knowledge of labor laws related to employee safety
- Learned the importance of safe working conditions and employee well-being

Project date :- 1 June 2025 To 31 August 2025

Certificate :-

- MS – CIT
- Tally
- Data entry
- English typing 30
- English typing 40
- Marathi typing 30

Personal Information: -

- o Name: Sonawane Harshada Ravindra
- o Permanent Address: Morya Row House, Udyog Bhavan, Sinnar- 422103
- o Date of Birth: 15/06/2002
- o Marital Status: Unmarried
- o Gender: Female
- o Nationality: Indian
- o Language known: English, Marathi, Hindi

Declaration :-

I hereby declare that the above information is true and correct to the best of my knowledge .

Place :- Sinnar

Date :-

(Sonawane Harshada Ravindra)