


BHUMIKA RAIKAR

BBA HR



 Margao, Goa, India

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 www.linkedin.com/in/bhumika-raikar

LANGUAGES

English 
Hindi 
Konkani 
Marathi 

COMPUTER PROFICIENCY

Windows 7/8/10 
MS Word 
MS Excel 
MS PowerPoint 

PERSONAL INTERESTS

Travelling
Doodling
Dancing
Interacting with people
Watching movies

PERSONAL INFORMATION

Birthday
05/05/1999

Gender
Female

Marital Status
Single





Father's Name
Mr. Laukant Raikar

Nationality
Indian

PROFILE • ABOUT ME

To seek a challenging career in esteemed organization that best uses and enhances my managing skills & knowledge, providing scope for overall growth and good career prospects. Hardworking individual with skills in word processing, time management and scheduling. Analytical problem-solver able to work in fast-paced environments with minimal oversight. Excellent skills in HR systems and file management systems.ek a challenging career in esteemed organization that best uses and enhances my managing skills & knowledge, providing scope for overall growth and good career prospects. Hardworking individual with skills in word processing, time management and scheduling. Analytical problem-solver able to work in fast-paced environments with minimal oversight. Excellent skills in HR systems and file management systems.

SKILLS

Strong communication  Positive and friendly 
Teamwork mindset  Collaborative leadership 

EDUCATION

Human Resource, Bachelor of Business Administration
Department Of Commerce
Manipal Academy Of Higher Education
Manipal, Karnataka

WORK EXPERIENCE

February 2020 - March 2020 Verna, Goa
Human Resources Intern.
Siemens Ltd.

- Drafted copy for documents, Assisted human resources and recruiting teams by scheduling phone screens and on-site interviews and planning recruitment related events.
- Performed various administrative functions, including filing paperwork, delivering mail, sorting mail, office cleaning and bookkeeping.
- Maintained work structure by updating job requirements and job descriptions for all positions.

TRAINING & CERTIFICATONS

- Excel Skills for Business: Essentials & Intermediate
Macquarie University (Coursera), 2018
- Conflict Resolution Skills
University of California, Irvine (Coursera), 2021
- Managing Employee Performance
University of Minnesota (Coursera), 2020
- Managing Your Money: MBA Insights for Undergraduates
University of California, Irvine (Coursera), 2019