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Mrs UMA S KULKARNI

About Me

I am a CBSE schooled student. Graduated with Commerce, done PG Diploma in Industrial Relations and Personnel Management, with other PG Diploma in Public Relations & Mass Communications.

Got around 13+ yrs of experience in different fields.

SKILLS :

- **HR** : Recruitment of Senior & Junior levels, Induction programmes, Training needs, personal records, HR policy formulation, leave records, attendance, promotions, increments, disciplinary matters etc.
- **ADMIN** : Liasioning with Govt., authorities, welfare activities, transportation and ticket bookings, conducting Agms, conferences, housekeeping etc.
- **Public Relations** : Generating strong PR with top corporates for business tie-ups.
- **BDM** : Team leader, proposals, tender bidding, negotiations, personal visits to the clients for business growth and tie-ups.
- **COMPUTER** ; Proficiency in word, excel, ppt, correspondence, internet search etc.

Date of Birth : 31-05-1967

Qualification : Graduate with B.Com.

Post Graduate Diploma in Industrial Relations & Personnel Management.

Post Graduate Diploma in Public Relations & Mass Communications.

Experience

2012- 2017

Worked with media an online newspaper since 2012 as Manager HR & business development.

Role included HR, teamleading, approaching big corporate sectors for business tie-ups.

2009-2012

Worked with Construction Chemical group- as Manager HR & BDM .

Role was HR and admn. Activities. Also given the additional responsibility of HOD of Sales N Mktg. Team with team leading of 11 executives.

2006-2009 :

Current Worked with Construction Consul. group As Manager HR

Role included more HR focused on recruitment of technical and non tech. for sr. and jr. levels, Inductions, MIS. Manpower Planning etc.

2004-2006

SOFTWARE DEV. CO. as Manager – HR & Admn.

HR, Meetings, recoveries, coordinations , presentations,/ Demos.Etc.

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1990 – 2002

COMPUTER Printing Forms as Manager- (Sales Mktg.& Admn)-

Role : Recruitment, appointment, advertisements, teamleading recoveries, correspondence.

1987- 1992

SUNFLAG IRON & STEEL CO. as an Executive Assistant for DIRECECTOR AND CHIEF EXECUTIVE in P&A dept.

Role : Recruitment, Appointment Letters, assisting Training Programmes, Confidential records, Personal Records, Daily Manpower deployment to Various depts. Issuing Increment/Promotions letters, disciplinary letters .

Admin role with liasioning, housekeeping, bookings, transportations etc.

LAST SLARY DRAWN : Rs. 4.5 p.a.

Sincerely