



PD

PRADNYA DESHPANDE

FRESHER | BCOM

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OBJECTIVE

To obtain High-level excellence in a growth-oriented organization in Administrator/ Marketing field and to utilize myself as a resource for all kind of challenging jobs.

SKILLS

1. Good Computer handling skills.
2. Good typing skills.
3. MS Office.

CERTIFICATION

1. MS CIT
2. TALLY (GOVERNMENT)

HOBBIES

1. Stock Market
2. Travelling
3. Badminton
4. Cooking

PROFESSIONAL EXPERIENCE

ADMINISTRATOR • SHATRUNJAY CAREER ACADEMY • MAY 2021

Here I am looking for administration part like Admission process, Filing and all other work which is related to our institute.

ACADEMIC COUNSELOR • UPGRAD • MAY 2021 – PRESENT

I am working as an academic counselor with UpGrad on behalf of Shatrunjay Educational Trust. Here I am counselling to students, parents for their Graduation and Post-Graduation courses.

These courses are totally online courses.

EDUCATION

MBA (HR) • PURSUING • JAIN UNIVERSITY, BANGLORE

Started MBA in HR in online mode.

BCOM • JULY 2021 • SHIVAJI UNIVERSITY, KOLHAPUR

BCOM in CBCS with 78%.

HSC • JULY 2018 • SHIVAJI UNIVERSITY, KOLHAPUR

First class obtained in HSC Exam with 68%.

VOLUNTEER EXPERIENCE OR LEADERSHIP

Taking a Lead role in Administration / Graduation / Post Graduation is a great example of leadership experience.

I HEREBY DECLARE THAT ALL THE DETAILS FURNISHED HERE ARE TRUE TO THE BEST OF MY KNOWLEDGE.