

MONALI MATTE

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“Seeking a challenging career with a progressive organization which will utilize my skills, relevant experience, abilities and education in management while contributing to the organizational growth”

EDUCATION

YEAR OF COMPLETION:-2018

MBA-HR, MIT SCHOOL OF TELECOM MANAGEMENT, PUNE

I have scored a CGPA of 6.5 with lot of activities throughout my 2 years.

2016-17

Volunteered HR Summit

Participated in Innovision

Co-ordinate in Marketing Manthan

2017-18

Panel Member in Panel Discussion at HR Summit

Participated in CONNECT as a Bharatanatyam Dancer

Organizer of HR Summit

YEAR OF COMPLETION:-2014

B COM, UNIVERSITY OF MUMBAI FROM CHETANA'S HAZARIMAL SOMANI COLLEGE OF COMMERCE & ECONOICS, MUMBAI

Completed my commerce with an aggregate of 54.14 percentages along with my classical dance classes.

YEAR OF COMPLETION:-2011

HSC, PUNE BOARD FROM CHETANA'S HAZARIMAL SOMANI COLLEGE OF COMMERCE & ECONOMICS, MUMBAI

Completed my Higher Secondary Education with an aggregate of 46.17 percentages.

YEAR OF COMPLETION:-2009

SSC, PUNE BOARD FROM I.E.S MANIK VIDYAMANDIR, MUMBAI

Completed my State Secondary Education with an aggregate of 50 percentages.

INTERNSHIP & CONTRACT

HRO EXECUTIVE, ACCENTURE, MUMBAI, (06/01/2020 TO 03/04/2020)

- I was into Kellogg's Team in Team LOA (Leave of Absence).
- I learned about the FMLA (Family Medical Leave) which type of leave it is and when to use it.
- I was working on Mass Creation also which was into Fulfillment team which comes under (Kellogg Team).
- I also created 777 tickets# for the Kellogg's employee.

HRO CO-ORDINATOR, CREDIT SUISSE PUNE, (10/12/2018 TO 08/03/2019)

- In HR Operations department I was a part of offer letter drafting team.
- I have created around 600 offer letters for the employees of Credit Suisse working with Credit Suisse, Singapore.
- The letters included laws, rules and policies of Credit Suisse which every employee needs to follow.
- I have recreated the Revised and Declined offer letters of the Singapore employees.
- During this project I have done and learned the technique of 2 eye check and 4 eye checks.
- All these letters were created and checked using the above techniques using the data from e-file i.e. Excel File provided by the Senior Officials from HR department. Which also made me learn some more things in excel like V-lookup, H-look up, spread sheet merging, workbook referencing and data manipulation.
- With all the letters created they were uploaded and sent to the respective employees using the software DocuSign.

HR RECRUITER, J.K.LEISURE PVT LTD. PUNE, (APRIL TO JULY 2017)

- Sourcing CV's through various job portals, Networking Sites, References and Head Hunting
- Short listing the candidates as per the Company's requirement.
- Lining up the interviews through calling and mailers.
- Coordinating with the company's HR and candidates for interview schedule.
- Conducting interviews as per the company's policies for conducting interviews.
- Working closely on mid-level management recruitment for company's associated with pebbles.
- Providing the detailed report about daily shortlisted candidates and interviews scheduled to MD using Microsoft Excel.

SKILLS

- **Extrovert:** A Person who believes in building Personal and Professional relations
- **Optimistic:** Always my organizational and personal goals
- **Punctual:** It's not about personal but also professional life
- **Organized:** Professionally and Personally

HOBBIES

- Dancing
- Cooking
- Travelling

I confirm that the information given above is true to the best of my knowledge and belief

Place:

Date:

Signature: