

# Sunita S. Punde

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Ph. No.9119595967/9762922225

## **OBJECTIVE**

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To achieve good position in an organization that offers challenging responsibilities and also a Constant learning environment to sharpen my skills and enhance knowledge while contributing actively to the growth of the organization.

## **ACADEMIC PROJECTS**

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### **MBA Project**

***“A study of recruitment & selection process” in Sahyadri Food & Agro Industries,Akole.***

- Team Size:1(Individual Project)
- Duration: 6 months
- Synopsis: A study of recruitment & selection process in “Sahyadri food & agro industries” Akole is successfully carried out the project work.This is submitted for the partial fulfillment of MBA(HR) curriculum.

### **B.E. Project**

***Product review by sentiment Analysis***

- Team Size:4
- Duration: 6 months
- Synopsis: This project is developed using Java, JSP and Oracle database for product analysis. The project will analyze the product base on the comments and user rating by the previous customers. It will help to customer to choose a best product available in the market.

## **EDUCATION**

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### **MBA(HR)**

2014-2017

*University of Pune*

- College : A. T. E. S. Technical Campus, Akole
- Percentage : 66.86%

### **B.E.(Computer Engineering)**

2011-2014

*University of Pune*

- College : Sharadchandra Pawar College OF Engineering, Dumberwadi, Otur
- Percentage : 65.33%

### **Diploma (Computer Technology)**

2008-2010

- College : Vamanrao Ithape Polytechnic,Sangamner
- Percentage : 72.62

### **H.S.C.**

*Board-Pune*

- College : A.A.C.& D.R. ,Akole
- Percentage : 65.50

### **S.S.C**

- School : Takaleshwar Vidyalay Takali,Akole

- Percentage : 60.40

## **WORK EXPERIENCE**

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**Company Name: Sahyadri Agro Industries foods Pvt. Ltd,Akole.**

- Profile: HR Executive
- Experience: 1 year

**Role & Responsibility:**

- Coordination with HR manager & MD
- Collect the daily attendance of employee & report to HR manager.
- Check the Travelling expenses of marketing employee.
- Manpower Management.
- Motivate to employee
- Solve labors problem.
- Make monthly attendance sheet of employee & submit to HR manager.
- Collect the daily route details & sale details of marketing employee.
- Arrange & take the Interview of new labour.

**Company Name: Agasti Technologies Pvt. Ltd,Akole**

- Profile: HR and Sales Manager
- Experience: 1 year

**Role & Responsibility:**

- Coordination with Employee & MD
- Collect the daily attendance of employee & report to MD
- Calculate Monthly Attendance and send this report to MD.
- Increase the Sale
- Give the Software demo to customer.
- Give the training to sales person related to product.
- Schedule the new candidate interview and give the details to MD.

## **SKILLS**

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- Languages: Programming Languages **C, C++.**
- Web Development: HTML
- Operating System : Windows

## **PERSONAL DETAILS**

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<i>Email</i>	<a href="mailto:sonupunde8888@gmail.com">sonupunde8888@gmail.com</a>
<i>Birth</i>	Jan 10, 1988
<i>Gender</i>	Female
<i>Address</i>	At-Takali, Po-Dhokri, Tal-Akole,Dist-Ahmednagar.
<i>Mobile</i>	9119595967, 9762922225
<i>Languages</i>	English, Marathi, Hindi

## **DECLARATION**

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I hereby declare that above mentioned-information is correct up to my knowledge and I bear the responsibility for the correctness of the above mentioned particular.

Sunita Punde.