



preetiingale.pi@gmail.com



8884481896

PREETI SURESH INGALE

Passionate, result oriented human resource intern with experience in planning and directing areas of human resources that includes: employee relation onboarding, performance management policies and procedures, recruitment and training. To secure challenging human resource position where i can utilize my excellent management skills and human resource training. Enthusiastic and detail-oriented in the work, with proven leadership and team-work capabilities. Creative, self-motivated with good decision making and self-management skills



Career Timeline

•Infinity Retail Croma, Hubli - as an Associate for 15months Started working from October 2018

•Intern Denissions Hotel Hubli for 6 months as assistance HR May 2018

•Intern Ultimize Technology for 2months March 2017



Key Impact Areas

Recruitment and Selection

Learning and Development

Function evaluation

Tally ERP 9

PERFORMANCE Management

Multitasking

Communication

Discrete and Ethical

Dual Focus

Problem Solving Ability

LinkedIn Mastery

SPSS



Key Skills



Executive Profile

- Recruit and select job candidates by screening, interviewing, and notifying existing staff of internal opportunities and maintaining personnel records.
- Maintain Human Resources records by recording new hires, terminations, changes in job classifications, training and merit increases.
- Orient new employees by providing orientation information packets; reviewing company.
- Policies; gathering withholding and other payroll information; explaining and obtaining signature for benefit programs.



Education & Credentials

•Global Business School, Hubli, affiliated to Karnataka University Dharwad,- (2016 - 18)MBA in HR & Marketing Aggregate - 73%

Jain Collage Hubli (2013 – 16)B.com Aggregate - 75%

•Fatima Collage Hubli, (2010 -12)H.S.C. 62.16%

• St Andrews school (2009-10) SSLC - 53.6%



Selected Highlights & Contributions

- ❖ Recognition for being the Best Supporting Staff for the year 2019 - 2020
- ❖ Twice received I RISE card for achieving 100% accuracy in task 2019
- ❖ Selected in top 5 for best Summer Internship Product Submission



Professional Experience

❖ **Infinity Retail Croma, Hubli - as an Associate for 15months Started working from October 2018**

- ❖ 1+ years of experience as an HR Executive with End to end recruitment knowledge.
- ❖ Aware of job portals like Naukri, LinkedIn, Indeed etc.
- ❖ Strong phone, email and in-person communication skills
- ❖ Organized and managed new employee orientation, on-boarding, and training programs
- ❖ Maintained employee records and paperwork
- ❖ Fluent in English
- ❖ Have MS Office knowledge, especially in Excel and demonstrated skills in database management and record keeping.
- ❖ Some additional basic knowledge in Accounting Work.

❖ **Intern Denissions Hotel Hubli for 6 months as assistance HR May 2018**

- ❖ Posted new positions on websites and job boards
- ❖ Assisted with screening resumes and application
- ❖ Sent offer and regret letters
- ❖ Coordinated interviews
- ❖ Collected and updated company database with new hire
- ❖ Maintained payroll data including leaves, working hours, and bank accounts
- ❖ Proofread HR documents
- ❖ Helped prepare Word, PowerPoint, and Excel documents
- ❖ Tracked progress, priorities, and deadlines of various projects

❖ **Intern Ultimize Technology for 2months March 2017**

PROJECTS & SEMINAR

- ❖ "Market Potential of Ultimez in Digital Marketing and Web Designing Company in Hubli"
- ❖ "A Study to know branding as a strategy used by Denissons Hotel in Hubli"
Organization : Ultimez Technology Hubli & Denissons Hotel in Hubli
Description:
- ❖ The project was carried out for the period of 2 months. The objective of the project is to know the acceptability of Digital Marketing special for Hotel & Dental sector & Hospitality works in hubli.

Certifications

- ❖ Preparing to Manage Human Resources from University of Minnesota



Personal Details

Date of Birth : 01/10/1993
Gender : Female
Father's Name : Suresh Shivaji Rao Ingale.
Marital Status : Single
Permanent Address : Plot No 4/5 surya nagar 2nd stage sulla road bengeri hubli 580023

