***Mrs. Nita Ketan More , M.B.A. (Human Resource Management &
Marketing Management)***

***E-mail: neej22@gmail.com***

***Cell:- +91 9673362319***

# EXECUTIVE SUMMARY

Master in Business Administration in Human Resource Management & Marketing Management from Shivaji University of Kolhapur, Maharashtra, India, with good academics and performing professional with more than 5 years of experience into Human Resource Management. Also, having more than 1 year experience as Sales Executive. Extensively worked on the Payroll Management, Attendance Management & Induction program, Training & Development.

# PROFESSIONAL EXPERIENCE

1. **Organization: Chandukaka Jwellers, Saswad (Maharashtra, INDIA)**

**Designation:** H.R. & Sales Executive **Duration:** January 2023 to Till Date

**Responsibilities:**

* + Payroll Management.
	+ Attendance Management.
	+ Sales Executive.
	+ Responsible for Maintain Daily Gold & Silver Stock.
	+ Generating Sales Report.
1. **Organization: Rowenta Enterprises, Mumbai (Maharashtra, INDIA)**

**Designation:** H.R. Executive

**Duration:** January 2015 to March 2019

**Responsibilities:**

* + Payroll Management
	+ Attendance Management
	+ Client Loan Documentation
1. **Organization: Mapro Food Pvt. Ltd. (Maharashtra, INDIA)**

**Designation:** Assi.H.R. Executive

**Duration:** April 2012 to November 2014

**Responsibilities:**

* + Payroll Management
	+ Attendance Management
	+ Training & Development
	+ Induction Program

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Curriculum Vitae: Nita Ketan More

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# CORE COMPETENCIES

* Experience in working with MS OFFICE (Excel, Word and Outlook).
* Good Communication Skill.
* Believe in Team Work.

# EDUCATIONALQUALIFICATION

* Master in Business Administration from Shivaji University with 63.00% in 2012.
* Post Graduate Diploma in Compute Application from Shivaji University with 70.00% in2009.
* Bachelor of Science from Shivaji University with 65.00% in 2008.
* H.S.C from Maharashtra State Board with 46.00%, 2005.
* S.S.C from Maharashtra State Board with 64.00%, 2003.

# PERSONAL DETAILS

**Name :** Nita Ketan More

**Date of Birth :** 31st July 1987.

**Marital Status :** Married.

**Languages known :** English, Hindi, Marathi.

**Hobbies :** Cooking and Social Work.

**Strengths :** Self- motivated, Hard with Smart Worker, Quick learner, Team Player and Goal Oriented Individual.

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