

Honey Manish Makwana



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Career Objective: I am currently pursuing a PGDM in Human Resource Management, I bring a strong passion for creativity and a commitment to fostering organizational growth. My skills in research, and effective communication have been enhanced through academic projects and CSR experiences, including tree plantation drives, organizing health camps, engaged in special school and designing HR policies for NGO. I aspire to build a dynamic career in Human Resource Management, contributing to employee engagement, talent development, and corporate social responsibility.

Education:

Post Graduate Diploma in Management (2024-26 Batch) - Pursuing

MKES Institute of Management Studies & Research

Specialisation: HR

AICTE Approved 2-year Full Time programme

Bachelor of Management Studies (BMS) in HR - CGPA: 9.36 CGPA

M.P.V. Valia College of Commerce, Mumbai (May 2024)

Higher Secondary Education (12th) - Percentage: 76.50%

Stann Knowledge Campus, Mumbai (May 2021)

Secondary School Education (10th) - Percentage: 71.20%

Stann Knowledge Campus, Mumbai (March 2019)

Skills:

- **Technical Skills:** Ms Excel, Ms PowerPoint, Basic Canva
- **Soft Skills:** Effective communication, adaptability, time management, teamwork and collaboration, Discretion and integrity
- **Languages:** English, Hindi, Gujarati, Marathi

Internship Project:

Systemize Pvt. Ltd

May15, 2025 to July15, 2025

Designation: HR Executive Intern

- Assisted in end-to-end recruitment processes including sourcing, screening, and interview coordination.
- Supported training and development initiatives by preparing training materials and coordinating sessions
- Contributed to employee engagement activities such as planning events, conducting surveys, and gathering feedback.
- Drafted and documented Standard Operating Procedures (SOPs) for HR policies and processes.

- Assisted in designing organizational structures and defining roles & responsibilities for client organizations.
- Maintained HR records and provided day-to-day operational support to the HR team.

Academic Projects:

⇒ Project SHARE

- **Duration:** 24th Nov 2024 to 7th Dec 2024
- **Location:** Amravati, Maharashtra
- **NGO:** Disha for victim
- **Outcome:**
Contributed to a transformative project in collaboration with Disha, where I developed HR policies by analysing their work ethics and code of conduct. This experience enhanced my understanding of organizational culture, strengthened my problem-solving abilities, and provided valuable insights into effective HR management practices.

⇒ Blackbook Project

- **Name of project:** Impact of organisational culture on stress level of teacher
- **Month and year:** April 2024
- **Brief Description of Project:**
Conducted a research project titled “A Study on the Impact of Organizational Culture on Stress Levels of Teachers” to explore how organizational culture influences workplace stress among educators, with a focus on identifying stressors and their effects on teachers' performance and well-being.
- **Key responsibilities:**
Designed and executed a research methodology, including data collection and analysis. Investigated dimensions of organizational culture and their correlation with stress levels. Evaluated findings to recommend strategies for stress management and improving organizational culture.
- **Outcome:**
Provided actionable insights into reducing stress through cultural adjustments. Highlighted the role of supportive organizational practices in enhancing teacher well-being and performance. Contributed to a deeper understanding of stress management approaches in educational institutions.

Achievements:

- Secured 2nd Position in Group discussion at MPV. Valia college in cultural event 2023.
- Secured second position in college in 1st Semester examination of B.M.S.
- Completed Certification Course in MS-CIT.
- Completed 30 hours of certification course in management skills program conducted by DSIMS.
- Participated in Self Defence Workshop Conducted by Women Development Cell.
- Completed certificate program in Smart Sustainability & Innovation organized by Rochester Institute of Technology of Dubai.

Extracurricular Activities:

- Member of the Academic committee at MKES-IMSR.
- Volunteered the Culture Event of Guru Purnima Celebration at College in 2023.

- Volunteered Annual Event at College in 2022-23.
- Volunteered Mega Beach Cleanup Drive at Gorai Beach and for extraordinary selfless service towards Nation on 17th September 2022.
- Management Premiere League (MPL): Participated in a competitive event involving a treasure hunt, three CSR activities, and a team-based skit, demonstrating teamwork, problem-solving, and organizational skills.
- Volunteer – Job Fair: Assisted in organizing and managing a job fair conducted by MKESIMSR for graduates from diverse colleges (pass-out years: 2021–2024). Contributed to coordinating activities, ensuring smooth operations, and providing guidance to participants.