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Career Objective: Seeking an opportunity where I can apply my academic knowledge in HR and strategic planning to help solve real business challenges. I aim to contribute to the organization's success and team goals while gaining hands-on experience to develop my professional, analytical, and leadership skills.

Education:

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

MKES Institute Of Management Studies & Research

AICTE Approved 2 year Full Time programme

Specialisation: Human Resources

Bachelor of Management Studies - CGPA: 8.68 CGPA

Dnyandeep Mandal's St. Joseph College of Arts & Commerce, Virar (May 2023)

- **Relevant Coursework:** Human Resource Management, Compensation and Benefits, Strategic Management, Supply Chain Management, Compensation & Benefits, HR Analytics.

Higher Secondary Education (12th) - Percentage: - 60.77%

Rizvi College of Arts, Commerce & Science, Mumbai (May 2020)

Secondary School Education (10th) - Percentage: - 76.40%

St. Xavier's High School Naigaon, Palghar (May 2018)

Skills:

- **Technical Skills:** Basic Excel, Microsoft Office Suite, Email Management, Google Workspace, Cloud Storage, Spreadsheet Management
- **Management Skills:** Project Management, Team Collaboration
- **Other Skills:-** Time management, Documentation
- **Soft Skills:** Problem Solving, Adaptability, Work Ethic, Critical Thinking, Accountability
- **Languages:** English, Hindi, Marathi

Internships: -

Company:- Finxpert

Duration: - 2 months (May 2025 – June 2025)

Designation:- Placement Outreach Intern

Roles and Responsibilities: -

1. Managed the full placement process for banking and finance jobs.
2. Created and updated a database of company recruiters.
3. Scheduled and coordinated online interviews between students and companies.
4. Communicated between companies, colleges, and students.
5. Prepared daily and weekly reports on placement activities.
6. Helped organize pre-placement training and mock interviews.
7. Improved the system for following up with recruiters.
8. Supported the planning and execution of career events.
9. Identified issues in the process and suggested solutions

Work Experience:

Company Name: - Kewal Kiran Clothing Ltd (KKCL) - Goregaon

Period: - June 2023 – May 2024

Designation: - Jr HR. Assistant

Job description: -

1. Handling the Salary & Wages payment procedure of the manufacturing unit.
2. Creating the payroll structure, CTC, allowances and deductions
3. Assist in the admin & other work as per requirement.
4. Assisting with the supervisor and production executive for smooth functioning of tailor payment
5. Handling the EPFO as well as ESIC work submission and updation.
6. Handling the PF complaints and resolve them.
7. Following up the recruitment and onboarding process as per requirement.

Academic Projects:

S.H.A.R.E Project - Period of Project: - 25th Nov 2024 to 08th Dec 2024

Working with the Shri Ganesh Gramin Vikas Shikshan Sanstha (NGO) – Gondia Maharashtra about the various projects and providing procedures and practices carried out for the project.

Key responsibilities:-

1. To improve Human Resource management within the organization
2. To create Standard Operating Procedures (SOPs) for the different projects of SGGVSS
3. To develop the strategy for the livelihood projects/ value addition/ marketing of the products through FPOs

Outcome:-

1. Strategy Implementation & Evaluation Report for the FPO (Farmer Producer Company) to target the market for vegetables and other outsourcing such as jaggery, turmeric and other fertilizers for farmers.
2. Study on the government affiliated project SMART which includes the installation of dryers for vegetables under the FPO itself.
3. Started to handle the weekly data for Rehabilitation Centre depending upon the admission and discharge of patients and tracking the follow ups and maintain the record for same.
4. Provided the procedures for maintaining the data of employees all over the NGO projects, salary structure method and the monthly report of the activities held under each project.

CURRICULAR PROJECTS:

1. Live Project: HR analysing and Gaps in the Banking Sector.
2. ESG Project : On Finxpert frame-work
3. HR analytics project an in-depth analysis on Gen-z Vs Millennia's work culture shift
4. Black Book project on our Finxpert relating Placement Outreach

Certifications:

- Maharashtra State Certificate in Information Technology (MS-CIT)
- National Service Scheme Certificate (NSS)
- Voter Awareness Program under the aegis of SVEEP
- Smart Sustainability & Innovation at Rochester Institute of Technology of Dubai (RIT-DUBAI)
- Harvard Online Certifications [Finance, Management Communication, Quantitative Methods]

Extracurricular Activities:

- Volunteer at NSS [National Service Scheme], at junior college level (Rizvi College of Arts Commerce & Science) for 2 years and participating in various events , camps and drives conducted under the collaboration between BMC, Police Department , Hospital and College.

Interests:

- Traveling: Exploring new cultures and gaining diverse perspectives.
- Photography: Capturing moments, editing photos (creativity, attention to detail)
- Volunteering: Charitable work, local community service (compassion, teamwork, leadership)
- Human Psychology: Understanding human behaviour and decision-making processes.