

NIKHIL SUBHASH KANADE

Email: kanadenikhil94@gmail.com **Phone:** +91 9172894172

Address: Joshiwadi, Shirur, Tal-Shirur, Dist-Pune, Maharashtra, India

OBJECTIVE

To contribute to the organization as a dedicated Human Resources professional, utilizing my foundational knowledge in payroll, manpower management, and business data analytics to build an efficient workforce and drive corporate success.

EDUCATION

2024 - 2026	MBA in Human Resources (HR) <i>Modern College of Engineering, Pune (Savitribai Phule Pune University)</i> Percentage: 70.30%
2021 - 2024	Bachelor of Commerce (B.Com) <i>C.T. Bora College, Shirur (Savitribai Phule Pune University)</i> Percentage: 78.85%
2019 - 2021	Higher Secondary Education (12th) <i>C.T. Bora College, Shirur (Maharashtra State Board)</i> Percentage: 84.33%
2018 - 2019	Secondary Education (10th) <i>Vidyadham Prashala, Shirur (Maharashtra State Board)</i> Percentage: 83.80%

PROFESSIONAL EXPERIENCE

2-Month Internship	Management Intern <i>Saideep Precision Pvt. Ltd.</i> - Acquired foundational payroll knowledge and understood core processing frameworks. - Gained practical insights into manpower management and workforce coordination.
--------------------	--

SKILLS

- Good Communication Skills
- Work Consistency & Dedication
- Problem-Solving Mindset

- HR Analytics & Reporting

CERTIFICATES

Tally Prime Knowledge

Focused on automated business accounting, digital ledger bookkeeping, and systemic commercial tracking.

Advanced Excel Proficiency

Utilized for managing complex workforce data sets, creating employee dashboards, and compiling HR MIS reports.

MS-CIT Certified

Certified fundamental IT literacy, enabling efficient navigation of essential enterprise operating applications.

LANGUAGES

- English
- Hindi
- Marathi

PERSONAL DETAILS

Date of Birth: 23/11/2003

Nationality: Indian

Marital Status: Unmarried

DECLARATION

I hereby certify that all the above information is true as to my best knowledge.

Date: _____

Place: _____

Nikhil Subhash Kanade