SONICA MANDIKAR

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📍 Al Raffa, Bur Dubai, Dubai, UAE

PROFILE

Aspiring a responsible position in Human Resource Industry with interests in PMO, Human Resource Management, HR Admin or other Related Fulltime jobs and work with esteemed organization with my skills, knowledge and abilities for the growth of Organization.

PERSONAL DETAILS

Nationality - Indian

Languages known - English, Hindi, Marathi & Konkani

Visa Status - Visit Visa (Expires on 15th Jan 2024)

EXPERTISE

MYSQL
PYTHON
MICROSOFT POWER BI
MS WORD
MS EXCEL
TABLEAU

EDUCATION HISTORY

Bachelor in Management Studies
2018-2021

The South Indian Association College of Higher Education
(Mumbai University, India)

HOBBIES AND INTERESTS

Dancing   Traveling   Reading

WORK EXPERIENCE

HR Recruiter   July 2021 - Dec 2021
VDBS Technology Pvt. Ltd. l Mumbai, India

- Assist with recruitment activities, such as scheduling interviews and coordinating candidate assessments
- Schedule meetings & interviews
- Advertise vacancies in various job portals
- Conduct orientation sessions for new staff
- Maintaining employee records & staff attendance

Project Management Officer Mar 2022- June 2022
Cloudstrats Technology Pvt. Ltd. l Mumbai, India

- Monitoring projects
- Development and maintenance of project plans
- Preparation of project reports
- Tracking projects
- Coordinate and schedule meetings

PROJECTS

MYSQL PROJECT:
Airline Booking Management System (Case Study)
ER-diagrams, Subquery, Joins and Views

PYTHON MINI PROJECT:
Python Documentation
Jupyter Notebook

POWER BI PROJECT:
Zomato User Rating Anaysis
KPI, Slicer, Graphs, Gauge & Map