



VEDANT RAHANE

MBA (HR) CANDIDATE | TALENT ACQUISITION |
TEAM LEADERSHIP | HR OPERATIONS

CONTACT

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SKILLS

- Talent Acquisition
- Talent Sourcing
- HR Operations
- Effective Communication
- Google Sheets and Forms
- Record Management
- Team Collaboration
- Technical Recruitment
- MS Excel
- Candidate Engagement

ACTIVITIES

- NSS Volunteer
- Social Service
- Organizing Events
- Teamwork
- Management

LANGUAGES

- English
- Marathi
- Hindi

PROFILE

MBA (HR) student with hands on experience in recruitment, onboarding and HR operations. Skilled in candidate screening, interview coordination and data management, with strong communication and interpersonal abilities. Passionate about talent acquisition and building efficient HR processes to support organizational growth.

WORK EXPERIENCE

GaoTek Inc., Pune, (January 2026 - April 2026)

Human Resources Intern → ASL → SL

- Achieved two promotions within internship tenure based on strong performance
- Managed recruitment lifecycle including sourcing, screening and coordination
- Handled candidate communication and interview scheduling
- Supported onboarding and HR documentation processes

Optimus Learning Hub, Nashik, (June 2024 - May 2025)

Subject Tutor

- Taught and mentored 30+ students, improving academic performance
- Designed lesson plans and conducted regular assessments
- Enhanced engagement through interactive teaching methods
- Developed strong communication and time management skills

BS Associates, Nashik, (June 2023 - May 2024)

Legal Assistant (Data Entry & Management)

- Maintained and managed legal documents with high accuracy
- Handled data entry and record management using MS tools
- Assisted in administrative and documentation processes
- Improved file organization for better data access

EDUCATION

DNYAAN PRASAD GLOBAL UNIVERSITY, SMR, PUNE, (2025 - 2027)

- Master of Business Administration (HR)

MNMG COLLEGE OF ARTS, COMMERCE & SCIENCE, (2022 - 2025)

- Bachelor of Science in Chemistry
- CGPI : 7.61 / 10.0

DAY CARE CENTRE JUNIOR COLLEGE, NASHIK, (2020 - 2022)

- HSC Board
- Percentage: 54.40

NAVJEEVAN DAY SCHOOL, NASHIK, (2019 - 2020)

- SSC Board
- Percentage: 77.40