

Aniket Pathre

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 Aurangabad, Maharashtra

Professional Summary

Dedicated and detail-oriented HR professional with proven expertise in employee documentation and implementing impactful HR strategies and initiatives. Skilled in utilizing Excel functions to enhance operational efficiency. Known for strong communication, time management, and a proactive approach to administrative and human resources tasks. Currently pursuing an MBA in Human Resources and recently completed a 1-year HR apprenticeship at Belvedere Golf and Country Club (Adani).

Education

Master of Business Administration (MBA) – Human Resources (Ongoing)
2024 – 2025

Bachelor of Business Administration (BBA)
December 2020 – 2023

Work Experience

HR Apprentice

Belvedere Golf and Country Club, Adani August 2024 – July 2025

- Managed employee records and HR documentation with high accuracy.
- Utilized Excel functions (e.g., VLOOKUP, pivot tables, data validation) to streamline reporting and track HR metrics.
- Supported HR initiatives and internal communication efforts.

- Assisted in onboarding, attendance tracking, and maintaining compliance logs.
- Developed strong organizational and interpersonal skills in a professional HR environment.

Skills

- HR Documentation & Reporting
- Microsoft Excel (Formulas, Data Analysis, Reports)
- Communication & Interpersonal Skills
- Time Management
- Employee Onboarding
- HR Strategy & Policy Support
- Team Collaboration

Languages

- Hindi – Fluent
- Marathi – Native
- English – Intermediate

Hobbies & Interests

- Listening to music
- Watching movies
- Travelling

