

# **Arpita Kulkarni**

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## **Summary:**

- Having a Master Qualification in Business Administration.
- Working as Assistant Professor in KLE Society's College of Business Administration, Hubli.
- Interned with the reputed Human Resource Company, where there is depth involvement of HR roles.
- Possess good knowledge of the job market and the current market scenario.
- Theoretical knowledge of all HR generalist functions like, Mailing, Engaging interviews, screening resumes with knowledge on handling students.
- Excellent command on the written and verbal skills essential while recruiting the candidates and giving training programme.

## **Work Experience:**

**Assistant Professor**

**01<sup>st</sup> April 2023 – Till Date**

Handling subject- Business Environment, Business Leadership Skills

**Assistant Professor**

**27<sup>th</sup> Dec 2021- 31<sup>st</sup> Mar**

**2023**

**KLE Society S. Nijalingappa College – Bachelor of Business Administration**

- Handling subject- Digital Fluency, Corporate Communication Skills I and II, Human Resource Management, People Management, Information Technology for Business, Business Organization, Compensation and Performance Management for BBA General and BBA Aviation.
- Handling Social Media platform for BBA Department and Optra Software.
- Secured Centum results in Digital Fluency, Corporate Communication Skills - II
- Part of recruitment process in the department.
- Counseling, Mentoring, Motivator to the students.
- Trainer for the Faculty Enrichment Program on LinkedIn.

**Conference Producer**

**25<sup>th</sup> Sept 2021-15<sup>th</sup> Dec 2021**

**UBS Forums**

- Market Research about the crisis and Industry requirements.
- Pitching the topic of discussion with the relevant Industry experts.
- Arranging panel members for the discussion.
- Conference production with 200+ delegates.

## **Internship Experience**

1. **Internship**– BlitzJobs

**15/06/2021- 15/09/2021**

**Position** – Human Resource Generalist Intern

- Hiring of the candidates for Marketing Internships, On-boarding, Time Attendance, Induction, Client Acquisition and Exit Formalities.

## 2. **Internship** – Ifortis Corporate

30/05/2021 – 30/06/2021

### **Position - Corporate Ambassador**

- Represented the company in different colleges, approaching students of different college through social media and created awareness among students about the event being conducted, reaching out higher officials of universities regarding the event and making students register for them, Worked on achieving weekly sales targets of interactions and closures.

### **Language Proficiency:**

- English (Conversational)
- Hindi (Conversational)
- Kannada (Expert)

### **Skills:**

#### **Managerial Skills:**

1. Human Resource
2. Employee Engagement
3. Digital Marketing
4. MS Office
5. Communication
6. Team Work

#### **Programming Skills:**

1. C programming
2. C++
3. Java, Advanced Java
4. OS - Linux, Windows
5. C#

### **Achievements:**

- Centum Percentage in the subjects being handled.
- Completed 50 days training in Human Resource at Tareeqa Global solution Pvt.Ltd.
- Participated in 'The Largest Learnathon of India'.
- Actively participated in Technical Fest- Haptics.
- Participated in CII- Confederation of Indian Industry as volunteer.
- Conducted the event I2E2.
- Member of Entrepreneur-Cell in ABBS.

### **Certification Course:**

1. Stakeholder management
2. Microsoft Excel( Basic and Advance )
3. Strategic Human Resource Management
4. Human resource using metrics to drive HR strategy
5. Certification prep professional in HR (PHR)
6. Building candidate nurture strategy
7. Attracting hiring and working with gen Z

**Projects Undertaken:****Managerial Projects:**

1. Green Human Resource Management and its various practices involved in different Indian Industries.
2. Training and Development of Employees in an organization.
3. SRP on Making Sanitary Napkins from Biodegradable materials.

**Technical Projects:**

1. Smart Shoe also known as Vision Shoe.
2. Water Billing System.

**Academic Details:**

Examination	University	Institute	Year
MBA (HR & Marketing)	Bangalore University	Acharya Bangalore B School	2019-2021
BCA	Karnatak University	KLES BCA, Hubli	2016-2019
PUC(Science)	Karnatak University	P.C Jabin Science College	2014-2016
SSLC	State Board	Lions English Medium School	2013-2014

I hereby declare that all the information provided above is true to the best of my knowledge.



Signature

Place: Hubballi