

# PRITI PANDEY

@ pritipandeynanu@gmail.com

8015008146

Flat no 2313, build no. 199, Sect  
or 6,CGS Colony, Antophill, Mum  
bai -37

## Skills

Adaptability Communication  
Leadership quality Team work  
Time management

## Interests

Sports  
Exploring places  
Drawing

## Languages

Hindi  
English

## Objective

I self initiated biotechnology graduate with a record of achievement providing outstanding research skills, comprehensive knowledge all standards and regulations and operational dexterity in fast paced laboratory environments. Able to combine current academic knowledge and theoretical training with practical environment. Demonstrate exceptional problem solving skills by responding quickly to problems and generating effective solutions. Excellent work ethic, motivated to perform well both individually and in a team.

## Experience

<b>Sahas Softech LLP.</b>	13th
HR Executive	September
Recruit employees as per company's requirements.	2021 -
Screening resumes.	Present
Managing job portals.	
Interviewing (telephonic and in person)	
Coordinating with hiring managers and candidates.	
Refrence and background checks.	
Looking after onboarding and exit formalities.	
Updating databases and completing timely reports.	
Tracking and maintaining updates of interns.	
Looking after administration work.	
Keeping up with the attendance records.	
Providing pay slips.	
Conducting office activities.	

## Education

<b>Kumar Rani Meena Muthhai College</b>	2021
MSc Biotechnology	
96	
<b>Alpha Arts and Science College</b>	2019
Bsc Biotechnology	
87	
<b>Coast guard public school</b>	2016
12th	
69	



**Kendriya Vidyalaya Bhandup**

2014

10th

8 CGPA



### **Projects**



#### **Mini project**

Mini project on bacteria.

Using aloe vera pulp, aloe vera gel and aloe vera oil and the effect of these were tested on variants of bacteria.



#### **Major project**

Antioxidant and cytotoxic effects of Verninonia cinerea leaves against human breast cancer cell line.



### **Achievements & Awards**

- All rounder championship award in Athletics. Won prize in Technosaviour fest.