

# ADITYA KOHEKAR

## My Contact

- ✉ akohekar@gmail.com
- ☎ 7028700975
- 📍 Pune
- ✉ adityakohekar@gmail.com

## Education Background

- **MBA - HR & Marketing Management**

*Sinhgad Institute of Business Administration & Research, Pune*  
2022-2024

- **B- Pharm**

*Government College of Pharmacy, Amravati*  
2018-2022

- **B-com**

*Yashwantrao Chavhan Maharashtra Open University, Nashik*  
2019-2022

- **HSC**

*Vidya bharti Jr College, Amravati*  
2016-2018

- **SSC**

*Shri Ganeshdas Rathi Mahavidyalay, Amravati*  
2015-2016

## Hard Skill

- MS excel MS office
- Microsoft 365
- Outlook
- Typing 40WPM
- EHR
- VDI
- Hubspot
- Zoho

## Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

## Professional Experience

### Zyoin Group | Trainee Talent Acquisition

*Nov 2023 – Present*

Key responsibilities:

- Doing End to End Recruitment..
- Advertising vacancies by drafting and placing adverts in a wide range of media, for example, newspapers, websites, magazines.
- Headhunting – identifying and approaching suitable candidates who may already be at work; using candidate databases to match the right person to the organization vacancy.
- Requesting references and checking the suitability of applicants.
- Briefing the candidate about the responsibilities, salary, and benefits of the job in question.
- Organizing interviews for candidates as requested by the Management.

### School of Thought | Human Resources Executive

*Aug 2023 – Sep 2023*

Key responsibilities:

- Monitor overall HR strategies & procedures across the organization.
- Talent Acquisition, Profiles shortlisting, Assisting in hiring, Screening, conduct interviews, salary negotiation, BVG process, offer letter releasing & Onboarding.
- Responsible for Joining of new employees & Taking their induction & orientation programme.
- Handling the Team of Recruiters.
- Follow up with recruiters to complete the TAT.
- Foster a positive environment and employee engagement.
- Attendance Management.
- Providing Administrative support for day to day activities.
- Employee grievance handling.

### Baskethunt | Human Resources Intern

*May 2023 – July 2023*

Key responsibilities:

1. Profiles shortlisting, Assisting in hiring, Screening, and Onboarding.
- Conduct interviews and find the best fit for the company, Take feedback meetings for the process and maintaining a healthy environment.
  - Updating day-to-day information about employees who are violating the company's policy.
  - Work closely with and assist the CEO with recruiting and other HR operations.
  - Handle employee engagement.
  - Provide administrative support.
  - Coordinating with Office Activities.

# ADITYA KOHEKAR

## Courses

---

- MS-CIT
- English Typing 30 WPM
- Marathi Typing 30 WPM
- Marketing Foundation & Pharma Marketing Management
- Tally

## Achievements

---

1. Poster presentation First winner at "State Level Poster Presentation Competition 2019" organized by Pharmacy Student Council Maharashtra.
2. First winner at AVISHKAR 2019 district level poster presentation competition, organized by Sant Gadge Baba Amravati University
3. Consolation prize in National Medicinal Plant Board, Ministry of Ayush sponsored "National Level Giloy Awareness Poster Competition".

## Cognizant | Process Executive Microsoft Nuance | Quality Documentation Specialist

*January 2023 – April 2023*

---

Key responsibilities:

- Listening to audio recordings of patient clinic visits.
- Leverage technology to summarize medical facts in professional clinical reports (History of Present Illness, Physical Exam Results, Assessment & Plan).
- Enter clinical reports and data directly into customer EHRs adhering to specific clinic guidelines and workflows.
- Maintain a high-quality standard and adhere to account specific documentation requirements for the customers. Provide documentation coverage to healthcare providers.
- Collaborate with managers on feedback from providers and successfully resolve issues.