
PALAK BAIS



Palakbais05@gmail.com



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OBJECTIVE

A highly organized and hard- working
looking for a responsible position to gain
practical experience.

EDUCATION

BACHELOR OF ENGINEERING / JULY 2010 TO JUNE 2014

Astral Institute of Technology and
Research, Indore (M.P)

HIGHER SECONDARY SCHOOL / APRIL 2010

Nehru Girls H.S. School
HIGHER SCHOOL / APRIL 2008
Kamla Nehru Girls H.S. School

EXPERIENCE

Executive HR & Admin- Mosaic Worskills Pvt. Ltd 14th Feb 2018 to Till Now

Managing Recruitment, Interview management, HR
Management etc.

Counsellor – Gori Communication, Indore - 2016 – 2018

- Providing counselling face to face, over the telephone ,or online
- Listening to Students' concerns, empathizing with them, and helping them to see things more clearly or in a different way.
- Keeping confidential records
- Calling work – In & Out
- Forming and maintaining employee records

Asian Blue Pvt Ltd., Indore (Part Time) - 2015-2016

- Providing counselling face to face, over the telephone ,or online
- Managing Client
- Keeping confidential records

SKILLS

C, C++, Java Core,
Android Developer, MS
Office

PERSONAL TRAITS

Leadership Ability, Management Skills
Recruitment, HR management,
Counselling, Volunteer, Crowd
Management etc.

HOBBIES

Playing Indoor Sports – Carrom
Playing Outdoor Sports – Cricket,
Badminton, Cycling etc.
Interested in Music – Dancing

PERSOANL PROFILE

Father Name
Mr. Narendra Singh
Bais

Mother Name
Mrs. Madhubala
Bais

Date of Birth
05-01-1993

Language
Known English &
Hindi

PROJECTS

FOSTAC Govt. Project – Mosaic Workskills Pvt. Ltd. June 2020 to Dec 2020 (Work as Project coordinator)

- Counselling, Coordination with trainers
- Registrations and enrollments
- Portal Management

RPL (Recognition Prior Learning Govt. Scheme) 2018 to present

- Management of Registration, Counselling and Assessment
- Accounting management

Industrial Project and Development

- **Minor Project** - Voice recording and playback system using single chip.
- **Major Project** - Agriculture cutting equipment with camera through matlab
- **Industrial Training & Development - BSNL** under Guidance of Communication Engineers in GSM & CDMA Technology

VOLUNTEER EXPERIENCE OR LEADERSHIP AND EXTRACURRICULAR ACTIVITIES

- Volunteer at PMKVY Rojgar Mela held at Khalsa College, Indore
- Project Volunteer at PMKK Rojgar Mela held at Khalasa college, Indore
- Event Intern at Rojgar Mela at Basket Ball Complex, Indore

Date:-08/06/2022

Name – Palak Bais

