**RESUME**

**AMIT VIJAY YADAV**

BSW, MSW(HRM)

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amityadav9118@gmail.com

**PROFESSIONAL QUALIFICATION**

2014- Post graduation in Human Resource Management from Master of Social Work (MSW) From Shivaji University, Maharashtra.

**ACADMIC QUALIFICATION**

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| --- | --- | --- | --- | --- |
| Sr.No. | Year | Qualification | Board/University | Percentage |
| 1 | 2014 | HRM(MSW) | Shivaji University, Kolhapur | 58.89% |
| 2 | 2012 | BSW | Shivaji University, Kolhapur | 58.09% |
| 3 | 2009 | HSC | Kolhapur Board | 58.50% |
| 4 | 2007 | SSC | Kolhapur Board | 44.15% |

**WORK EXPERIENCE**

1. 15 Oct 2014 to 16 July 2015(10 Months) experienced as Hr Assistant at **Thermax Babcock & Wilcox Energy Solution Pvt. Ltd Shirwal.**

**ROLE AND RESPONSIBILITIES**

1. Time Office or Daily Attendance

* Joining formalities ( Issuing punching card, ID card, Induction program)
* Maintaining Personal file and Documents
* Update muster for making a Salary process
* Handling daily manpower status and reporting to the higher authority
* Checking attendance through Punching Machine (Toast Software)

1. Employee Welfare activities

* Rewards for Good work
* Recreational Activities/ Programs

1. Recruitment

* Conduct preliminary interview
* Giving induction to the new employee

1. Training

* Making a weekly or monthly training calendar
* Arranging Training Programs For Employee
* Taking Feedback of training

1. 1 August 2015 to Till the date working as Programme Officer

At **Omkar Women Development Organization, Satara.**

**ROLE AND RESPONSIBILITIES**

1. Giving information about new project and government schemes.
2. To conduct the meeting of villagers at village level.
3. Arrange the training programme for the villagers and

Gram panchayat member.

**FIELD WORK PRACTICUM**

1. June 2013 –July2013: Summer Placement Training in Human Resource Management in Jay Bharat Motor (JBM) Auto. Ltd. Nasik.
2. 05 Dec 2013 – 5 Jan 2014: Block Placement Training in Human Resource Management in Sietz Technologies India Pvt. Ltd. Faridabad.
3. 3 Aug2013 –7 April 2014: One Year Field Work Practicum in Resource Management in Paranjape Auto Cast Pvt. Ltd. Shirwal.

**PROJECT STUDY**

I have completed my project study on “safety and health management” in an organization during my one year field work practicum.

**COMPUTER KNOWLEDGE**

* MSCIT (Appeared)
* Internet.

**ACHIVEMENTS**

1. 2012-2013: Coordinator of College Camp at Kelambe Village (Mahabaleshwar).
2. 2013-2014: Management Representative at Yashwantrao Chavan School of Social Work, Satara.
3. 2014: Won a Second prize at Taluka level street play competition.
4. 4th mar – 10th mar 2014: coordinating to a Safety Awareness programme among various industries (Satara, Kolhapur, and shirwal MIDC).

**PERSONAL INFORMATION**

Date of Birth : 18/08/1991

Father’s Name : Shri Vijay Ramchandra Yadav

Nationality : Indian

Languages Known : Hindi, English, and Marathi

Marital Status : Single

Personal Strength : Capable of handling multiple task and work

Activities. Readily accept challenges, motivated.

Hobbies : Sports, Traveling, Listening music.

Permanent Address : 680 Mangalwar Peth Satara,

Pin Code – 415002. Tal- Dist- Satara

**DECLARATION**

I hereby declare that the information given hereby is true to the best of my knowledge and belief.

**Place: Satara, (Maharashtra) (Amit Vijay Yadav)**