**RESUME**

**SANTOSH RANGANATH GUNJAL Address: A/P:Kedgaon,**

**Mobile:-09921918502 Ekta Colony, Bhushannagar,**

**Email:**[**sandygunjal@gmail.com**](http://my.monsterindia.com/view_resume.html?resid=28425028&mode=edit&relprnt=1) **Ahmednagar- 414005.**

* **CAREER OBJECTIVE –**

**To prove myself as a competent leader to achieve organizational goals along with improvement of skills, knowledge and attitude.**

* **WORK EXPERIENCE-**

1. **Presently working at Saideep Alloys Extrusion Pvt. Ltd. As HR & Admin Executive from March 2016 till date.**

**FUNCTIONAL RESPONSIBILITIES:**

1. **Recruitment and selection process.**
2. **Payroll processing & related compliances.**
3. **Admin & Manpower management.**

**4. Time office.**

**2) Worked with Hotel The Temple View as HR Executive from May 2015 till March**

**2016.**

**FUNCTIONAL RESPONSIBILITIES:**

1. **Recruitment and selection process.**
2. **Payroll processing.**
3. **Payroll related compliances.**
4. **Time office.**

**3) Worked with Orchid Chemicals & Pharmaceuticals as a Trainee**

**Production Officer from May 2012 till Aug 2013.**

**FUNCTIONAL RESPONSIBILITIES:**

1. **To supervise in production process like Batch charging, Centrifugation, Dissolution, Hydrogenation, Degassing, Powder Processing.**
2. **To follow the administration work like documenting related with production process.**
3. **To follow the online SAP system related with production.**

**4) Worked with Suryatara Industries Pvt. Ltd as Chemist from June 2009 till Sep 2011.**

**FUNCTIONAL RESPONSIBILITIES:**

1. **To check/ analyze the elements present in Water (H2O).**
2. **To define or control the percentage of element as per IS: 14543-2004 standard.**
3. **To involved with seniors in auditing Government process.**

* **WORKED SYNOPSIS-**

**To assist HR Manager in Crompton Greaves Ltd Ahmednagar for following activities,**

1. **Time office and payroll input process.**
2. **Employee database management.**
3. **Co-ordination for recruitment of worker.**
4. **Co-ordination for Training programme.**
5. **Co-ordination for CSR programme.**

* **ACADEMIC SYNOPSIS –**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **University/Board** | **College/School** | **Year of Passing** | **Percentage of Marks** |
| **MSW** | **Pune** | **CSRD-ISWR** | **2015** | **63.14%** |
| **Advance Diploma In Industrial Safety** | **MSBTE** | **Dynanganga Institute 0f Technology** | **2013** | **64.00%** |
| [**B.Sc**](http://my.monsterindia.com/view_resume.html?resid=28425028&mode=edit&relprnt=1)**.** | **Pune** | **N.A.C.& Sc.** | **2008** | **65.63%** |
| **H.S.C.** | **Maharashtra** | **N.A.C.& Sc.** | **2005** | **62.00%** |
| **S.S.C.** | **Maharashtra** | **S.A.V.K.** | **2003** | **68.53%** |

* **PROJECT ON-**

**“Study of Impact of stress on employee with special reference to Sanjeevani Light LLP”.**

**Company Name: Sanjeevani Light LLP, Supa MIDC.**

**Duration: From July 2014 to December 2015**

* **OTHER QUALIFICATION-**

**M.S.Office, Tally- 9.0 ERP, MSCIT**

* **PERSONAL  DETAILS-**

**Date of Birth-    22nd May 1987**

**Nationality- Indian**

**Marital Status: - Unmarried**

**Languages- English, Hindi, Marathi**

* **PERSONAL INTEREST/ HOBBIES-**

1. **Reading newspaper**
2. **Listening music**

**Declaration:**

**I hereby declare that all the above information is true and correct to the best of my knowledge and belief.**

**Date:**

**Place: Signature**