

CURRICULAM VITAE

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CAREER OBJECTIVE :

Seeking a position to utilize my skills and abilities in the industry that offers professional growth while being resourceful, innovative and flexible.

ACADEMIC QUALIFICATIONS:

EXAMINATION	NAME OF INSTITUTE	UNIVERSITY / BOARD	YEAR OF PASSING	PERCENTAGE
B.Tech in Mechanical Engineering	MODERN INSTITUTE OF ENGG & MANAGEMENT.	Mumbai	May-2016	60.99%
DIPLOMA In Mechanical Engineering	MODERN INSTITUTE OF ENGG & MANAGEMENT.	Mumbai	May 2013	68.71%
S.S.C	IES CPV DOMBIVALI	Maharashtra State Board	June 2010	58.09 %

MBA – HUMAN RESOURCE

Symboiosis Institute of Management Pune

COMPUTER SKILLS :

Operating Systems : Windows XP / Windows 7 / Windows 8

Other : Basics, MS Office -2007 (Microsoft Office, Microsoft PowerPoint).Hr Software : Taleo , HRMS, Adp Work, Bamboo Hr

ACADEMICS ACHIEVEMENT:

- More than 60% throughout in my academics career.
- **Completed the PGDM (HR) From Symboiosis Pune in 2017**

EXTRA-CURRICULAR ACTIVITIES:

- Successfully organized event tech-fiesta in my college.
- Done workshop which was organized by college.
- Appearing for oracle11g in NIIT institute

WORK EXPERIENCE:

Company Name: Max Pro Industries

Year : 10th February 2015 to till date

Designation: HR Manager (BFSI / NBFC / Capital Market / Financial Market)

Job Profile

- Handling recruitment across technical, middle and top management levels across various functions.
- Understanding the requirements of the client in terms of the position, the job description and talent mapping and insights needs.

- Client relationship management - Responsible for executing mandates across levels and maintaining a healthy, positive relationship with the client, understanding their organization structure, employee skills sets and needs for various positions or pipelining.
- Planning and execution for Recruitment at different levels using innovative techniques of Research, Recruitment i.e. Headhunting & Mapping, Networking and Referencing, via Job Portals and creating a strong database for the future requirements by leveraging the Research and Recruitment teams.
- Understanding the initial due-diligence in terms of the clients' needs and aspirations, so as to put forward the best candidate slates to the client.
- Coordinating the entire recruitment process with the client in an efficient manner while ensuring maximum client satisfaction.
- Handling a team of recruiters with clients across The Asia Pacific and Middle East region (FMCG / IT/ Manufacturing / BFSI etc)
- Handling Company policies/Client Engagement/Vendor Management /Compliance • Handling Induction / Exit policies and Joining Formalities.
- Handling Employee Relation management
- Developing and implementing HR strategies and initiatives aligned with the overall business strategy
- Bridging management and employee relations by addressing demands, grievances or other issues
- Managing the recruitment and selection process
- Support current and future business needs through the development, engagement, motivation and preservation of human capital
- Develop and monitor overall HR strategies, systems, tactics and procedures across the organization
- Nurture a positive working environment
- Oversee and manage a performance appraisal system that drives high performance
- Maintain pay plan and benefits program
- Assess training needs to apply and monitor training programs
- Report to management and provide decision support through HR metrics
- Ensure legal compliance throughout human resource management
- Develop a growth strategy focused both on financial gain and customer satisfaction
- Conduct research to identify new markets and customer needs
- Arrange business meetings with prospective clients
- Promote the company's products/services addressing or predicting clients' objectives
- Prepare sales contracts ensuring adherence to law-established rules and guidelines • Keep records of sales, revenue, invoices etc.
- Provide trustworthy feedback and after-sales support
- Build long-term relationships with new and existing customers

- Develop entry level staff into valuable salespeople

Company: Job Connect Consultancy

Experience: From 10th November 2013 to 20th December 2014 Designation:

Hr.Manager / Associate.

Job profile:

- Analyzes wage and salary reports and data to determine competitive compensation plan.
- Writes directives advising department managers of Company policy regarding equal employment opportunities, compensation, and employee benefits.
- Consults legal counsel to ensure that policies comply with federal and state law.
- Develops and maintains a human resources system that meets top management information needs.
- Oversees the analysis, maintenance, and communication of records required by law or local governing bodies, or other departments in the organization.
- Oversees the administration of Workforce Management Software.
- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance. Studies legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.
- Writes and delivers presentations to corporate officers or government officials regarding human resources policies and practices.
- Recruits, interviews, tests, and selects employees to fill vacant positions.
- Plans and conducts new employee orientation to foster positive attitude toward Company goals.
- Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Coordinates management training in interviewing, hiring, terminations, promotions, performance review, safety, and sexual harassment.
- Advises management in appropriate resolution of employee relations issues.
- Responds to inquiries regarding policies, procedures, and programs.
- Administers performance review program to ensure effectiveness, compliance, and equity within organization. Administers salary administration program to ensure compliance and equity within organization.
- Administers benefits programs such as life, health, and dental insurance, pension plans, vacation, sick leave, leave of absence, and employee assistance.
- Investigates accidents and prepares reports for insurance carrier. Coordinates Safety Committee meetings and acts as Safety Director.
- Conducts wage surveys within labor market to determine competitive wage rate.
- Prepares budget of human resources operations.

- Prepares employee separation notices and related documentation, and conducts exit interviews to determine reasons behind separations.
- Prepares reports and recommends procedures to reduce absenteeism and turnover.
- Represents organization at personnel-related hearings and investigations.
- Contracts with outside suppliers to provide employee services, such as temporary employees, search firms, or relocation services.

Company Name: Resonant Bpo Services.

Year: 2nd of September 2012 to 5th June 2013 Designation: Technical Support US Process

Job profile :

1. Was working with an International outbound Process in an tech support
2. Was making a call to the Customer of International to give a technical support to their personal Computer or Laptops.
3. With the help of team viewer and Amy we were taking a remote access to the customers Computers or laptops.
4. Was making troubleshoot to the computers and laptops showing errors as well as viruses detected into their system
5. To resolve the problems of the customer system we use to charge them and were running and malware bites to clear all the system errors and virus.
6. If the person wants a new antivirus we were supporting and also helped them to install into it.
7. We were having an Contract of tech Support of different types as per Customer Requirement.
8. We were convincing to the customer to get a best plan offers
9. We were having incentives plans as per lead.

Company Name: Reliable Plaza

Year: 1st of September 2011 to 25th of August 2012

Designation: Customer Service Associate

Job Profile:

1. Was working in this organization in Mango Hotels Process,
2. It was the blended process was handling the outbound as well as inbound and email process
3. The process was relevant to reservation desk through calls and emails,
4. Handling the calls as well as giving a proper solutions as well as information of rooms availability
5. The hotel is a 3star rated hotel so they were having an Executive As well as business Suites rooms,
6. Was to handle the calls from clear trip, make my trip etc and was doing an room booking as per guest request.
7. Also making outbound calls to the corporate peoples to get an appointment for sales executive.

HOBBIES AND INTERESTS :

- Listening music, Reading books.
- Honest, Team Player, Active, Hardworking

PERSONAL DETAILS :

- Name : Ambavkar Anish Suresh
- Date of Birth : 08/12/1992
- Nationality : Indian

- Gender : Male
- Languages Known : English, Hindi, Marathi

DECLARATION:

I hereby declare that the statements made above are true, complete and correct to the best of my knowledge.

PLACE: Mumbai

(Ambavkar Anish Suresh)