

MANSI V. SONTAKKE

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MBA in HR with 3 years of experience in enhance human resource management expertise in the assigned field by deploying experience and knowledge.

To get associated with business organization that promise to provide a stimulating challenging and peace full environment.

CORE COMPETENCIES:

- Ability to maintain interpersonal relations.
- Able to motivate and negotiate with the people.
- Good Leadership Qualities.
- Honest
- Confident
- Quick Learner

PROFESSIONAL EXPERIENCE (In Present Organization):

1. Working as a HR-Officer at Uniproduct (India) Pvt Ltd Jalisana, Gujarat. **(September-2022-till date)**

Key Responsibilities Handled

- On boarding all joining formalities and Maintaining all employee personal files and records.
- Coordination of induction and team introduction scheduled. Initiated regular welcome mail and birthday mail etc.
- Scheduled and implementation of training SOP, TNI, Skill matrix, competency matrix, training effectiveness etc.
- Tracking monthly or daily contractual attendance and maintaining leave records and PF or ESIC Updating for new employee.
- Preparing various reports like daily wages, monthly MIS and share to concerned team.
- Conducting exist interviews of candidates who are resigning.
- Executing employee engagement activities on shop floor like- Kaizen awards, 5's, etc.
- Handling female employee grievances.

PROFESSIONAL EXPERIENCE (In Past Organization) :

Working as a HR-Executive at Kach Motors Pvt Ltd Pithampur, Indore. **(January-2021-September-2022)**

Key Responsibilities Handled

1. Training & Development

- Scheduling and arranging training while coordinating with internal as well as external trainer and conduct training program.
- Identification of training needs and nominating candidate for training
- Encouraging participation of employees in various organizational events.
- Issuing training certificates after completion of the training ▪ Evaluation of employee post training program.

2. HR Administration

- Contract Interview Scheduled on team and follow up whenever required, maintaining contract workers selection daily on boarding trackers and share to the concerned team and coordinating with selecting candidate staff as well as contractual workers.
- Completing all joining formalities for new joiners. Lining up induction and team introduction scheduled with all concern departments and initiated regular welcome mail and birthday mail etc.
- Maintaining all employee personal files and records, Issuing ID cards And Leave cards for new joiners.
- Preparing various reports like daily wages, monthly MIS and share to concerned team.
- Tracking monthly or daily contractual attendance and maintaining leave records and PF or ESIC Updating for new employee.
- Keeping Track of confirmation for appraisals, increments of employee etc.
- Handling female employee queries and working towards resolution of employee grievances like health issue etc.
- Executing employee engagement activities on shop floor like- Kaizen awards, 5's ect.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment, transfer letter, absenteeism notice, warning letter etc.
- Exist Formalities: Conducting exist interviews of candidates who are resigning. Helping the person to relieved properly, issuing experience and Relieving letters doing the full and final settlement for the person.

3. Employee Engagement

- Celebrations- Ganapati festival, Diwali and other company events.
- Effectively managing welfare measures management- Employee get together & parties.
- Developing employee engagement programs like initiated and administered a welcome mail policy to all new joiners, Initiated regular Birthday mails & celebration policy.

PROFESSIONAL EXPERIENCE (In Past Organization) :

Worked as a HR-Management Trainee at M/s Transrail Lighting Ltd (Formerly know Gammon India Ltd) Deoli, Dist- Wardha. **(January-2020-to January-2021)**

Key Responsibilities Handled

- Joining formality, arrangement of induction program, maintaining employee personal files & Record etc
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment, transfer letter, absenteeism notice, warning letter etc.
- Manpower planning.
- Plan & implement CSR activity
- Insurance management - vehicles, medical insurance for staff and workman
- Administration Work - Housekeeping, canteen management , local purchasing, Plantation guest arrangement etc

TRAINING:

- Two Month Plant Training under HR Department at **Adani Wismar Ltd. Savner, Nagpur.** (July-2019 to Sep -2019)

EDUCATIONAL CREDENTIALS:

- MBA (HR & Marketing) From RTMNU University, Nagpur (Dec-2020)
- B.C.C.A From RTMN University, Nagpur (May-2018)

COMPUTER SKILL:

- Good in using Savior Software, Ms-Office (Ms-excel and well conversant with Internet).
- Proficient use of Google forms and sheet.
- Tally ERP 9.0

INDUSTRIAL VISITS:

- Textile Division Mauda-Nagpur, Mahindra & Mahindra Ltd, Nagpur, M/s. B.P Ergo Industry, Hingna-Nagpur, Pee Vee Textile Ltd, Jam-Hinganghat.

PERSONAL DETAILS :

Date of Birth : 08 August,1997

Fathers Name : Vivek P. Sontakke

Marital Status : Unmarried

Address : Opp. Ganesh Vyas Mandir Sai Nagar Sindhi Meghe, Wardha (MH) 442001.

Language Known : English, Hindi, Marathi

Hobbies : Traveling and exploring new places, Sports (Badminton) .

Place: Gujarat

Mansi Sontakke

Date:

