### Sandip Macwan

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# CARRER OBJECTIVE:

To associate with an organization that promises a creative career in progressive environment so to enhance my knowledge and skills in the state of new technology and be a part of the team that excels in work towards the growth of organization.

# CORE COMPETENCY:

* Always owed with “can-do spirit”.
* Decision-making leadership, acceptance of responsibility and evidence of team-work.
* Quick learner, resourceful, productive, and with good sense of humour.
* Comprehensive problem solving abilities.
* Hard worker while creative.
* Able to work independently, as a part of team, able to vaporize and grasp new things quickly.

# WORK EXPERIENCE:

Organization:- Super Sale Israel

Duration:- From Aug 2005 to Sep 2010.

Designation:- Super Wiser.

# JOB PROFILE:

-Handling Employee Database (Both in Soft Form and Files Management)  
-Leaves and Attendance Management  
-Handling all the queries of the employees. Be it related to Salary, Leaves, Attendance, and Transfer etc.  
-Explaining various policies, strategies and benefits to employees.  
-Employee motivation.

-Employee Engagement

-Grievance management

- Taking care of Logistic/Admin.

Organization:- Serco Global services

Duration:- From 17th Jan 2014 to Oct 2015.

Designation:- Executive H.R

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# JOB PROFILE:

**Recruitment –**

-Identify the Competencies required

-Identify the source for hiring

-Interview the candidate, Coordinate the interview with the respective department and

-Completing the documentation, induction and orientation of the selected candidates.

-Hiring in HRIS and offer generation and disbursal.

- To Handle Training Session

- Supervise payroll Department.

**Operations -**  
-Joining formalities.  
-Handling Employee Database (Both in Soft Form and Files Management)  
-Leaves and Attendance Management   
-Exit-Interviews  
-Full and Final Settlement

**Employee Relation -**   
  
-Handling all the queries of the employees. Be it related to Salary, Leaves, Attendance, and Transfer etc.  
-Explaining various policies, strategies and benefits to employees.  
-Employee motivation.

-Employee Engagement

-Grievance management

Organization:- Reliance HR Service, Ahmedabad

Duration:- From Oct 2015 to May 2016.

Designation:- Executive HR

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-Explaining various policies, strategies and benefits to employees.  
-Employee motivation.

-Employee Engagement

-Grievance management

Organization:- Aegis Limited, Ahmedabad

Duration:- From Jun 2016 to till dated.

Designation:- Executive HR

# JOB PROFILE:

**Recruitment –**

-Identify the Competencies required

-Identify the source for hiring

-Interview the candidate, Coordinate the interview with the respective department and

-Completing the documentation, induction and orientation of the selected candidates.

-Hiring in HRIS and offer generation and disbursal.

- To Handle Training Session

- Supervise payroll Department.

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-Joining formalities.  
-Handling Employee Database (Both in Soft Form and Files Management)  
-Leaves and Attendance Management   
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-Employee Engagement

-Grievance management

**PROFESSIONAL QUALIFICAION:**

* S.S.C. from St. Xavier’s High school, Anand in the year 1999 secured 55 %.
* H.S.C from St. Xavier’s High school, Anand in the year 2001secured 62 %.
* B.S.W. From Sardar Patel University in the year 2004 secured 65 %.
* M.S.W. From Sardar Patel University in 2016 secured 80%.

**COMPUTER PROFICIENCY**

* MS –Office
* MS-Word
* MS-Excel
* MS-Power point
* Internet Explorer
* Portals

**LANGUAGE PROFIECENCY:**

* Can Read, Write and Speak English, Hindi, Gujarati, and Hebrew.

**PERSONAL DETAIL:**

Father Name: Lt. Manibhai Macwan

Mother Name: Shantaben Macwan

D.O.B: 15-Nov-1983.

Marital Status: Unmarried.

Address: Near St. Anthony’s Church, Christian Street, Chikhodra-388320, Anand.

**Declaration**

I hereby confirm that the information in this document is accurate and true to the best of my knowledge.

**Sandip Macwan**

**(Signature)**