

RESUME

MAYURESH MADHAVRAO KARBHARI

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Contact No.7738916571

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Mumbai – 400101.

Dear Sir/Madam,

Being given to understand that there is vacancy in your organization, I wish to apply for the same, which is suitable for my work experience and you will consider for it. Please refer to my Bio-Data mentioned below.

Date of Birth : 31st August 1989

Religion : Hindu.

Marital Status : Married.

Nationality : Indian.

Languages : English, Hindi, Marathi.

Educational Qualification :

Exam	Institute	Board	Passing Year
PGDHRM	Prin. L N Welinkar Institute of Management Development and Research	AICTE	2020
M.B.A (Operation Management)	The I.C.F.A.I University	The ICFAI University, Sikkim	2018
B.Sc.IT	Kirti College	Mumbai University	2010
H.S.C	KirtiCollege	Maharashtra Board	2007
S.S.C	St. Michael's High School	Maharashtra Board	2005

Certified Courses:

ACCP (Aptech Certified Computer Programmer).

MSCIT.

HR Capsule Course from (Seven Academy).

Certified Office Administrator (Vskills).

Certified Labour Law Analyst (Vskills).

Certified Compliance Officer (Vskills).

Appearing for following Master course:

- **MBA HR (Appeared Final Semester from Mewar University).**

Work Experience:

- ❖ **Job Designation: Assistant Manager – Administration in NABKISAN FINANCE LIMITED from December 2019 – Till Date.**

Job Profile:

- **Purchasing printed materials, equipment's and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices.**
- **Achieving financial objectives by anticipating requirements; submits information for budget preparation; schedules expenditures; monitors costs; analyzes variances.**
- **Participating in the selection of suppliers and manages relationship.**
- **Arranging and Maintaining personnel department records.**
- **Prepare budget on expenses and office budget.**
- **Organize a filing system for important and confidential company documents.**
- **Distribute and store correspondence (letters, email and packages).**
- **Looking after Credit Guarantee application of FPOs i.e. SFAC and NBCG.**
- **Assisting corporate office team in loan sanctioning and documentation.**
- **Employees Attendance.**
- **Coordinating with BDM for various loan documents.**
- **Travel Help Desk.**
- **Assisting corporate office team in loan sanctioning and documentation.**

Job Designation: Deputy Manager – HR and Administration in D.M.Kamant Food Products Pvt Ltd from April 2019 – July 2019.

Job Profile:

- Maintaining the work structure by updating job requirements and job descriptions for all positions.
- Recruiting, interviewing, candidate selection, exit interviews.
- Preparing the employees for assignments by establishing and conducting orientation and training programs.
- Resolve employee grievances, counsel's employees and supervisors.
- Managing garden area.
- Managing compliances of Admin.
- Conducting investigations and maintains records.
- Maintaining management guidelines by preparing, updating and recommending human resource policies and procedures.
- Maintaining historical human resource records by designing a filing and retrieval system.
- Managing courier & dispatch section.
- Completing human resources operational requirements by scheduling and assigning employees and following up on work results.
- Updating of Housekeeping board & cross checking with respect to score on the board.
- Taking feedback on regular basis for further improvement in housekeeping facility.
- Purchasing printed materials, equipment's and forms by obtaining requirements; negotiating price, quality, and delivery; approving invoices.
- Achieving financial objectives by anticipating requirements; submits information for budget preparation; schedules expenditures; monitors costs; analyzes variances.
- Participating in the selection of suppliers and manages relationship.

- ❖ **Job Designation: Executive – HR and Administration in Network Consultants from June 2018 – March 2019.**

Job Profile:

- Maintaining and managing store materials.
- Managing stationery items.
- Arranging and Maintaining personnel department records.
- Assisting in scheduling in house and external events.
- Assisting in employment welfare activities like distribution of sweets, distribution of uniforms, sports events etc.
- Assisting in employee engagement activities.
- Recruiting and training personnel and allocate responsibilities and office space.
- Provide support to employees in various HR-related topics such as leaves and compensation and resolve any issues that may arise.
- Assist in Payroll Processing.
- Assist in taking actions against disciplinary issues and address employee grievances, Unauthorized Absenteeism Process & Disciplinary actions.
- Maintain internal databases.
- Assist in processing the F&F Settlement of the employees.
- Prepare budget on expenses and office budget.
- Handling Material Module of SAP for Purchase Requisition, Purchase Order and Goods Receipt (105 Movement) and 101 Movement.
- Handling all joining formalities i.e. Registration, Department allocation, providing safety shoes and helmet if needed, arranging safety induction before joining, issuing ID cards and lunch cards.

- ❖ **Job Designation: Administration Officer in Nilsun-1 Energy Solutions Pvt Ltd from October 2013 – January 2017.**

Job Profile:

- Schedule In- House and external events.
- Answer queries by employees and clients.
- Organize a filing system for important and confidential company documents.
- Prepare regular budget on expenses and office budget.
- Distribute and store correspondence (letters, email and packages).
- Recruiting and training personnel and allocate responsibilities and office space.
- Organize and supervise other office activities (recycling, renovation etc.)

- ❖ **Job Designation: Assistant Administration Officer in Saidhan Surface Tech Pvt Ltd from February 2011 – September 2013.**

Job Profile:

- **Organize and Schedule appointments.**
- **Plan meetings and take detailed minutes.**
- **Develop and maintain a filing system.**
- **Assist in the preparation of regularly scheduled reports.**
- **Maintain internal databases.**
- **Keep employee records.**
- **Assist in preparing budget.**

I Hope the above information is in line with your requirement and you will consider my application humbly and sympathetically and give me a chance to serve under your kind control.

Place: Mumbai

Yours Faithfully

Date:

Mayuresh Karbhari