

CURRICULAM VITAE

CONTACT

VISHAL KESHAV DANDGAVHAL

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Sarita Kunj, Kasarwadi, Pune. 411034



OBJECTIVES

To give my best performance as a human resource specialist in your reputable organization, bringing strong knowledge of human resource policies and ability to utilize this knowledge in meeting deadlines.

EXPERIENCE:

Having experience of **+6 years** in the field of Human Resource Department.

❖ **Kay Bee Bio-Organics Pvt. Ltd. Phaltan as Payroll Specialist.**

July 2024- Dec 2024

- Payroll Activity.
- Team Handling.
- Payroll Management.
- Processing salary structure.
- Attendance Management.
- Leave Management.
- Onboarding Process.
- Exit Formalities.
- Bonus & Appraisal Management.
- Statutory Compliances.
- Employee Grievances Handling.
- Employee Retention.
- Employee Engagement Activity.

❖ **Dmart Ready. Pune as Senior HR Officer.**

Apr 2022- July 2024

- Attendance & Leave Management.
- Manpower Recruitment
- Joining Formalities.
- Resignation Process.
- Salary & Incentive (Onroll & 3P)
- Bonus, Increment & Leave Encashment.
- Employee Master Data.
- Branches Visits.
- Issue of Uniform & Maintenance of Record.
- Vendor Management With billing invoices.
- Stationary Audit & Order.
- Conduction of Various Programs & Functions of Management as & when Communicated
- Maintenances of all Record Related to HR Department
- Statutory Compliances

❖ **Seva Automotive Pvt. Ltd. Nexa, Nashik as Senior HR Executive**

May 2017- Apr 2022

- Attendance & Leave Management.
- Manpower Recruitment
- Joining Formalities.
- Resignation Process.
- Salary & Incentive (Payroll, Off roll & Globe)
- Bonus, Increment & Leave Encashment.
- Employee Master Data.
- Branches Visits.
- I Pad Audit & Record Maintenances.
- CUG Recharge, Record Maintenance & Recharge.
- Renewal of all Licenses within due date.
- Issue of Uniform & Maintenance of Record.
- Vendor Management With billing.
- Stationary Audit & Order.
- Conduction of Various Programs & Functions of Management as & when Communicated
- Maintenances of all Record Related to HR Department
- Statutory Compliances.

❖ **Pata Bata as Marketing Manager**

Nov 2016 – Apr 2017

The responsibilities handled as Marketing Manager:

- Website Marketing
- To lead team
- Daily marketing team reviews.

❖ **TATA TELESERVICES (M) LTD (GNEXT TECHNOLOGIES), NASHIK as Customer Relationship Manager**

Sep 2014 –Nov 2016

The responsibilities handled as Customer Relationship Manager:

- Handel Daily CRM complaint closing.
- To lead the team & Coordinate with team activities.
- Give the allocation for daily internet issue & taken feedback our team.
- Generates new Enquiries for Internet lease line & PRI line.
- Daily collection reviews.
- Manage HR Activity
- Salary Payroll.
- Renewal of all Licenses within due date.

Swap B.P.M Pvt. Ltd. Nashik (LIC DO OFFICE):-

April 2013 –Aug 2014

The responsibilities handled as Server Engineer:

- Server room maintenance
- Server backup every Day
- Solve UPS issue.

KEY SKILLS:

- Good Communication
 - Problem Solving Capabilities
 - Time Management
 - Leadership
 - HRM Knowledge and Expertise
 - HR Strategy and Execution
 - Recruitment and Selection
 - Administration
 - Reporting Skills
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QUALIFICATION:

EXAMINATION	BOARD/UNIVERSITY	YEAR	PERCENTAGE
MBA (Human Resource Management)	Rajiv Gandhi Institute of Managements &Technology,	2021	68.75%
Bachelor in Electronics and Telecommunication	Rajiv Gandhi Institute of Managements &Technology, Nagpur	2019	69.50 %
Diploma (Electronics)	Maharashtra state Board of Technical Education	2015	58.80 %
S.S.C. (10th)	Maharashtra State Board.	2009	73.23%

PERSONAL DETAILS:

Name : Vishal Keshav Dandgavhal
Father's Name : Keshav vasant Dandagavhal
Date of Birth : 29th September 1993
Place of Birth : Nasik Maharashtra, India
Religion : Hindu
Languages known: English, Hindi, Marathi
Address : Flat No -12, C1-WING, 3rd Floor, Sarita Kunj, Kasarwadi,Pune.411034

DECLARATION

I hereby declare that all the information are true and correct to best of my knowledge.

Dated:

Place:

(Name)