

MR.ROHAN SANJAY KUCHEKAR

**MSW (Human Resource Management), BA
(Politics)Walchand College of Arts and Science,
Solapur**

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CAREER OBJECTIVE:

To work in a challenging position where my knowledge can be utilized positively to contribute towards the growth of organization, by using latest Technology and developments, by completing the assignments in the time and with excellent quality.

WORKED FOR:

“Terminal Technologies (1) Pvt. Ltd” (Period May 23 to May 2024)
Office – Gate No- 312/2, Nanekarwai, Alandi Phata, Chakan- 410501

JOB PROFILE:

- **Induction:** Provide induction training to the new joiners at the time of joining.
- **Payroll Process:** Capture punching data all staff, attendance check, Data update in attendance management software, Time office.
- **Administration:** Lunch arrangement & housekeeping.
- **Contract Labour :** Arrange contract labour in department wise..
- **Security:** Check all daily work, daily register etc.
- **5'S:** Check Zones and Instruct zone leaders for cleanliness.

Currently working:

Onkar Dies Pvt Ltd (J- Block , Bhosari, Pune)

JOB PROFILE:

- Joining Formalities – Collecting all the personal documents of the candidates , enrollment of employees in coding & biometric access, as per applicability issued ID card, maintain personal file of employees and data updating in excel & software, induction and plant round & visit with HOD.
- Time Office Management – Ensuring end to end time office activities on daily basis, employee & staff in out punching attendance, checking daily attendance of labor & staff, daily leave checking, resolving the queries of staff related attendance.
- Employee’s Record – Creating & regularly updating employee’s personal records & personal files.
- Canteen & Transport Management – Given Daily Count to Canteen Owner & daily monitoring food count v/s actual foodcount. Monthly checking the bill for canteen & transports bill

- Employee Engagement – Organize Women’s Day Celebration, Monthly Common Birthday Celebration etc.
- Support Activities and Awards like Appreciation awards, Full Attendance Awards, Annual Health Checkup etc.

ACADEMIC DETAILS:

Education	University/Board	Year	%Marks
MSW (HRM)	Solapur	2022	69.51
BA (POLITICS)	Nashik	2019	49.08
H.S.C.	Pune	2014	46.92
S.S.C	Pune	2012	43.60

FIELD WORK TRAINING

- **Company:** Balaji Amines Private Limited Tamalwadi, Tal- Tuljapur, Dist- Osmanabad.
- **Duration:** 60 days.

COMPUTER/ OTHERSKILLS

- Microsoft excel.
- Microsoft word.
- Microsoft ppt.
- Typing skill- Typing speed 30 words per minute. (English)

SOFTS SKILLS

- Willingness to learn, Hardworker and Honest.
- Adaptable to job challenges and change.
- Ability to make decisions and solve problem.

PERSONALDETAILS:

- **Name** :Mr.Rohan Sanjay Kuchekar
- **Date of Birth** :03rdMay, 1996
- **Languages Known** :Marathi, Hindi & English.
- **Marital Status** :Married.
- **Interest & Hobbies** : Playing Cricket, Listen to music.

DECLARATION:

I here by declare that the details provided by me are true to the best of my knowledge andbelief and I have knowingly not omitted or misprinted any information.

Date: / /2024

Place:

Signature:_____

(Mr.Rohan Sanjay Kuchekar)

