

Resume

Rushikesh Sanjay Etambe

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CAREER OBJECTIVES

To get an opportunity where I can make the best of my potential and contribute to the organization's growth.

PROFILE SUMMARY

- **MBA in HR & FINANCE** at Jaywant Institute of Management, Affiliated to Shivaji University Kolhapur.
- Completed graduation of **B.B.A in HR** from Y.M.I.M College Karad. Affiliated to Bharti Vidyapeeth University Pune.
- **H.S.C** Kolhapur divisional board 2017
- **S.S.C** Kolhapur divisional board 2015

WORKING EXPERIENCE



Designation : HR OFFICER

Company Name : IMAEC LIMITED.

Duration : 04 July 2024 to TILL DATE

- Generated HR reports and conducted data analysis for HR managers.
- Manpower Handling. Daily Attendance Data entry in excel sheet.
- Assisted in the recruitment process, including posting job openings, scheduling interviews, and coordinating with candidates.
- Maintained accurate employee records, including personnel files and benefits information.
- Provided administrative support, including data entry, filing, and document management.
- Ensured compliance with HR laws and regulations.
- Register new Employees on EPF Portal & ESIC Portal.



Designation : HR TRAINEE

Company Name : SHARADA MOTOR INDUSTRIES,LTD.

Duration : 01 DEC 2023 To 30 Jun 2024

- Assisted with benefits administration, answering employee inquiries and facilitating open enrollment.
- Handled employee relations matters, addressing inquiries and concerns, and promoting a positive workplace environment.
- Manpower Handling. Daily Attendance Data entry in excel sheet.

PROJECT

Name :- A study on effectiveness of training and development on employees performance

Company Name: Karad projects & motors limited

Duration :- 56 days

My Role: - Studying and collecting information about training and development. Almost all employees in the organization believe that the training program is helpful in achieving the objectives. They are satisfied with the training and development program provide to them. These programs have aided in enhancing the employees' skills. Additionally, after attending the training programs, most workers report an improvement in their attitude towards their job.

SKILLS

COMPUTER PROFICIENCY

MS EXCEL : V lookup & H lookup, Pivot Table, Slicer, Macros, Conditional Formatting

MS WORLD

MS POWERPOINT

SOFT SKILLS : Communication skills, Teamwork, Problem solving.

STRENGTHS

Hard Working

Positive Thinker

PERSONAL DETAILS

- Full Name : Mr. Etambe Rushikesh sanjay
- Date of Birth : 12 Aug 1999
- Marital Status : Unmarried

- Language Known : English/Hindi/Marathi
- Current Address : Krishna Housing Society, Sindhudurg House No. 84 Sector 27/A, Pradhikaran Nigadi,Pune-411044.

DECLARATION

“I hereby declare that above information’s are true to best of my knowledge.”

Place :Date

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(Rushikesh Sanjay Etambe)