

Mayur Suryawanshi

Human Resource and Admin Trainee

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☎ 9561228088

📍 Pune, India

📅 25/06/2000

PROFILE

"Enthusiastic and detail-oriented HR Trainee with hands-on experience in various HR functions, including employee relations, and HR Operations. Demonstrated ability to manage and resolve employee grievances, streamline HR processes, and maintain accurate records. Seeking to leverage my skills and experience where I can further develop my expertise and contribute to organizational success."

EDUCATION

Master of Business Administration

Savitribai Phule Pune University
First Class (7.25 CGPA)

2021-2023

Pune, India

Bachelor of Business Administration

Savitribai Phule Pune University
First Class (66.69%)

2018-2021

Shirur, India

PROFESSIONAL EXPERIENCE

Human Resource Trainee

Onkar dies pvt. Ltd, Pune

Dec-23 - Present

- Monitor and verify the attendance of all employees and process the data for payroll.
- Investigate and resolve employee relations issues while maintaining strict confidentiality and impartiality throughout the process.
- Facilitate employee engagement initiatives and coordinate various related activities to enhance workplace morale and collaboration.
- Manage relationships with various vendors, ensuring effective communication and coordination.
- Examine all vendor invoices and forward them to the accounting department for processing and payment.
- Utilize Time Office HR software effectively to manage and streamline HR processes, including attendance tracking, and employee records.
- Management of contract workers.
- Coordinate with the safety officer to ensure comprehensive safety measures are implemented and maintained across the entire plant.
- Ensure adherence to the 5S methodology and maintain all Kaizen documentation to support continuous improvement and organizational efficiency.
- Maintain accurate records of compliance for Provident Fund (PF), Employees' State Insurance Corporation (ESIC), Professional Tax (PT), and Labor Welfare Fund (MLWF) contributions.
- Resolve employee and worker grievances related to attendance, safety and compliance issues, ensuring prompt and effective solution.

Human Resource Intern

Skroman Switches pvt. Ltd, Pune

Oct-22 - Dec-22

- Reach out to HR consultancies to discuss and fill job openings, ensuring a steady pipeline of qualified candidates.
- Collaborate with team leaders to prepare detailed job descriptions for various roles, including Software Developers, Android Developers, and iOS Developers.

SKILLS

Microsoft Excel

HR Software

Time Office Management (SAVIOR)

Communication Tools

Microsoft Outlook, Gmail.

Presentation Skills

Microsoft Power Point

LANGUAGES

English

Marathi

Hindi

PROJECTS

Employee Perception on Recruitment and Selection Process

Internship Project

- Gain insights into employees' perspectives on the organization's recruitment and selection process to improve and refine hiring practices.
- Assess employees' overall satisfaction with the recruitment and selection process to identify areas for improvement and enhance the hiring experience.
- Evaluate employees' perceptions of fairness in the recruitment and selection process to ensure equity and address any concerns.
- Assess the alignment between job descriptions and actual job responsibilities to ensure that expectations accurately reflect the duties performed.

CERTIFICATIONS

- Certificate of HR Recruiter training at Tareeqa Global solution Pvt. Ltd.
- Certificate of English Typing- 30 WPM at MSCE, Pune.
- Certificate of English Typing- 40 WPM at MSCE, Pune.

I, Mayur Suryawanshi, hereby affirm that the information provided is accurate and complete to the best of my knowledge and belief.

MAYUR SURYAWANSHI

Pune, Maharashtra.