

Curriculum Vitae

Mr. AMOL PRAMOD TAMBE

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OBECTIVE

- To achieve organisational and individual goals in human resource domain.

COMPETENCE

- ✓ 16+ Years of industry experience
- ✓ Strong people management skills
- ✓ Communication expert
- ✓ Flair to work in human resource, operations & administration.
- ✓ Handling and negotiating cross-culture based end users.
- ✓ Strategic decision making

WORK EXPERIENCE

No	Organisation	Designation	From	To
1.	I-Source Infosystems Pvt. Ltd.	Assistant Manager – HR Operations	July 2021	Till Date
2.	Gurunath Travels Pvt. Ltd.	Consultant - Operations Manager	November 2018	June 2021
3.	Sanskriti Group of Schools	Sr. Manager – Administration	December 2015	August 2018
4.	ELTIS-SIFIL, Symbiosis	Faculty & Coordinator	August 2013	July 2015
5.	Wipro BPO	IT Analyst & Process Trainer	September 2008	March 2013

EDUCATIONAL QUALIFICATION

No.	Degree	University/Board	Year
1.	PGDBA (HR), Symbiosis Centre for Distance Learning	SCDL	Mar' 13
2.	B. Com, Garware College	Pune	Mar'07
3.	H.S.C. – Garware College (Foreign Language: French)	Pune	Mar'04
4.	S.S.C. – Maharashtra Vidya Mandal High School	Pune	Mar'02

ADDITIONAL QUALIFICATION

No.	Course	Institute	Grade	Year
1.	Cambridge Teaching Knowledge Test	Cambridge English Language Assessment, UK	Band 4/4	2014
2.	Diploma in Aviation, Hospitality & Travel Management	Frankfinn Institute, Pune	Successful	2008
3.	Diploma in French – Level B1	Alliance Française de Poona	Successful	2006

PROFESSIONAL PROFILE

Organisation	i-Source Infosystems Pvt. Ltd.
Department	Human Resource
Designation	Assistant Manager HR - Operations
Duration	July 2021 to Till Date
Key Responsibilities	
	<ul style="list-style-type: none">➤ Employee onboarding to exit process.➤ SPOC for Background verification.➤ Managing entire employee database through HRMS and validation of documents.➤ Joining and exit as per ISO-SOP laptop, AD, email ID: allocation & de-allocation & exit clearances.➤ Attendance & Leave management & helping payroll team through HRMS.➤ Part of induction panel – attendance, leave, separation policy & employee portal.➤ IMS - ISO 2009, 2015, 2020, 2027 compliance and auditee for internal and external ISO audits.➤ Letters – confirmation, experience, relieving, full and final.➤ Presenting – quarterly & annual reviews to CEO, Chief HR and the management.➤ Preparation and analysis reports - attrition, on-off boarding, compliance, trainings➤ Handling employee grievances & day to day HR operations.➤ Coordination with account managers and onsite operations manager.➤ Preparation of various reports – ISO reports, Headcount, Attrition, BG verification.➤ Compeering in quarterly Town Hall, monthly birthday celebrations, festivals, Get-togethers, events.➤ ISMS trainings conducted for new recruits.➤ Multi-tasking and back up resource during absence.

Organisation	Gurunath Holidays
Department	Operations & Administration
Designation	Consultant - Operations Manager
Duration	November 2018 to June 2021
Key Responsibilities	
	<ul style="list-style-type: none">➤ SPOC for International tours and customized packages➤ Successfully conducted group tours in UAE, Thailand, Bhutan➤ Conducting presentations for Holy Kailas Parikrama➤ Preparing itineraries and quotes for customized tours➤ Coordination and negotiation with DMCs for packages➤ Link between B2B & B2C➤ Administration – Visa, Passport, Air Ticketing, Foreign Exchange➤ Booking of hotels, vehicles➤ Strategic decision making

Organisation	Sanskriti Group of Schools, Pune (C.B.S.E.)
Department	Administration & Operations
Designation	Senior Manager – Administration
Duration	December 2015 to July 2018
Key Responsibilities	
	<ul style="list-style-type: none"> ➤ Head of Admissions department ➤ Managing a team of 8 resources in the administrative office ➤ Reporting to the Director, Principal & respective academic heads of the school ➤ Coordination with Operations Head, Finance Head and Procurement team ➤ Conducting presentations & Q-A session for parents ➤ Managing student's database, admission portal and generation of reports ➤ CBSE registration process of students for board examination ➤ Execution of UGC-NEET, UGC-NET, JEE exams in the school ➤ Served as Polling Officer as a part of election duty
Organisation	Symbiosis
Department	English Language Teaching Institute of Symbiosis (ELTIS) Symbiosis Institute of Foreign & Indian Languages (SIFIL)
Designation	Faculty & Coordinator
Duration	August 2013 to July 2015
Responsibilities	
Remarks	<ul style="list-style-type: none"> ➤ In-charge of Corporate Training Assignments ➤ SPOC for Cambridge English Examinations ➤ Conducting presentations, workshops in schools, colleges & educational institutes ➤ Preparation of module, proposals, invoices ➤ Coordination with the accounts & administration department ➤ Maintain database of trainings, assessments & certification ➤ Deploying & briefing faculties for training ➤ Verification of faculty remuneration. ➤ Counseling students & suggesting appropriate courses. ➤ Duties as a Reception Officer for Foreign Diplomats during International & National Conferences of Symbiosis
Organisation	Wipro
Project	Cisco - Global Sales Training & Support
Role	IT Analyst & Process Trainer
Duration	September 2008 to March 2013
Remarks	<ul style="list-style-type: none"> ➤ Organised Training program for new recruits within the project ➤ Interviewed candidates as a part of selection process for the project. ➤ Mentoring on the job trainees to solve critical technical issues ➤ Conducted tests with integrity & honesty ➤ Giving one to one feedback on assessment in articulate manner ➤ Providing technical support to Cisco's sales personnel ➤ Analyzing issues and providing solution as per SLA standards ➤ Fun Committee point of contact for Team-building activities

Summary of Trainings			
Year	Institute	For	Batch Size
2009 to 2012	Process Training: Cisco's Sales Applications On the job training for new recruits Soft skills – Team work, Telephone etiquettes, time management	New Onboard Trainees 12 Batches	15
2013 to 2015	Effective communication in English Personality Development module	Professionals, job seekers, students	25
April, 2014	Basic Communication in English	Disabled army soldiers	30
	Queen Mary's Technical Institute (QMTI), Pune		
June, 2014	Smart English for Effective Communication	Primary school teachers	25
	S.B. Patil Public school, Indapur		
Nov. 2014 & June 2015	Cambridge English Exam Administration	Staff Training	12
	English Language Teaching Institute of Symbiosis (ELTIS), Pune		
July 2015	Maharashtra College of Commerce Effective English Communication Soft Skills – GD-PI, Interview Skills	Final Year Students	30

ACHIEVEMENTS
<p>➤ Appreciation e-mails from foreign diplomats for excellent services during International & national conferences of Symbiosis as Reception officer to -</p> <p>1. Cultural attaché of Saudi Arabia 2. Second Secretary of Afghanistan 3. Acting Ambassador of Nepal</p> <p>4. Minister of Sri Lanka</p> <p>➤ Star of the Quarter 1 - FY12</p> <p>➤ Star of the Month for September '09, Mar'12, Aug'12</p> <p>➤ Certificate of Excellence in recognition of the 100% C-SAT score for successive 7 months</p> <p>➤ Received several appreciation e-mails from the client, parents</p>

PERSONAL INFORMATION	
Date of Birth	28 th November 1986
Permanent Address	14, Pashupati society, Shivtirth Nagar, Kothrud, Pune
Languages Known	English, Hindi, Marathi, French (Basic)
Hobbies	Swimming, trekking

I hereby declare that the information provided above is true & any proof/ certificate can be provided on request.

Amol Tambe