

# JAYDEEP TAMBE

jaydeep.tambe.jt@gmail.com | Phone: 9922433195  
Pune

---

## ASSISTANT MANAGER- HR

Results-oriented HR professional with over 20 years of comprehensive experience in payroll processing, HRMS grievance resolution, performance and employee engagement. Adept at implementing HR systems and policies that promote efficiency and enhance employee satisfaction. Seeking to leverage expertise to drive organizational success in a dynamic work environment.

---

## PROFESSIONAL EXPERIENCE

### Assistant Manager-HR

**Parakh Foods & Oils Ltd (Parakh Group), Pune**

**May 2023- Present**

- Lead HR initiatives and strategies to support organizational growth and employee engagement.
- Oversee talent acquisition processes, ensuring alignment with company objectives and culture.
- Manage employee relations, performance management, and compliance with labor laws

### Executive – HR

**Minilec India Private Limited (YashPrabha Group), Pune**

**November 2018 - March 2023**

- Oversee all HR functions, including recruitment, onboarding, and employee relations.
- Implement HR policies that promote a positive work culture and enhance employee engagement.
- Manage payroll processing and leave management for a workforce of over 500 employees.

### Sr. Officer – HR

**Vertiv Energy Private Limited, Pune**

**May 2017 - October 2018**

- Led recruitment efforts, successfully filling key positions within the organization.
- Conducted employee training sessions and workshops to enhance skills and compliance.
- Handled employee grievances and developed resolutions in alignment with company policy.

### Sr. Officer – HR

**Emerson Network Power (India) Private Limited, Pune**

**July 2012 - May 2017**

- Managed recruitment and selection processes, achieving a [percentage] reduction in hiring time.
- Developed HR metrics and reporting tools that provided valuable insights to management for strategic decision-making.
- Coordinated training programs based on employee feedback, leading to a [percentage] increase in skill development.
- Fostered a culture of feedback through regular performance reviews and employee surveys.

**Officer – HR**

**DB Power Electronics Private Limited, Pune**

**March 2004 - July 2012**

- Assisted in payroll processing and benefits administration for [number] employees.
  - Supported employee relations initiatives and maintained communication channels for feedback.
  - Coordinated training programs and tracked employee performance evaluations.
- 

## **EDUCATION**

### **MBA (Master of Business Administration)**

Mumbai University, NIM - Mumbai, 2009

### **B.Com (Bachelor of Commerce)**

Kolhapur University, DG College - Satara, 2001

### **HSC (12th Grade)**

Kolhapur Board, DG College - Satara, 1998

### **SSC (10th Grade)**

Kolhapur Board, New English School - Satara, 1996

---

## **TECHNICAL PROFICIENCY**

- Languages: MS Office, JAVA, SSCD, UNIX, C, C++
  - Software: Payroll & Attendance Software - FOX, ESSL, TOMSYS, ERP, SAP, ORACLE, SARAL PAYPACK, MATRIX, HROne.
- 

## **PERSONAL DETAILS**

- Date of Birth: December 5, 1980
- Languages Known: Marathi, Hindi, English
- Hobbies: Playing Badminton, Listening to Music, Watching News
- Marital Status: Married