

Saurabh prakash gorde

✉ saurabhgorde5886@gmail.com

☎ 7499102847

📍 At. Rajgurunagar, sub district. Khed ,district.pune

Dear sir,

I am writing to express my interest in the HR Associate role at tenneco clean air india. With 8 months of hands-on experience in payroll processing, administrative activities, and SAP operations, I am eager to bring my skills and dedication to your esteemed organization.

In my current role at Tenneco Clean Air India, I have successfully managed end-to-end payroll processing, ensuring compliance with statutory regulations and accuracy in disbursements. My responsibilities also included maintaining employee records, overseeing attendance systems, and coordinating essential administrative tasks. My proficiency in SAP HR has enabled me to streamline operations, generate insightful reports, and maintain precise employee databases.



Saurabh Prakash Gorde

CONTACT

✉ saurabhgorde5886@gmail.com
☎ 7499102847
📍 At. Rajgurunagar, sub district. Khed ,
district.pune

PERSONAL DETAILS

Date of Birth : 12/10/2000
Marital Status : Unmarried
Nationality : Indian
Gender : Male

SKILLS



INTERESTS

Participating social activities
Cricket
Volleyball

OBJECTIVE

To leverage my 1 year of experience in payroll processing and administrative activities to contribute to the seamless operation of HR functions. Committed to ensuring compliance, accuracy, and efficiency while fostering a productive workplace environment."

EXPERIENCE

Hr Retainer 1 apr 2024 -
Tenneco clean air india
***Administrative Activities:**
Oversaw administrative tasks, including maintaining contract employee records, managing attendance, and coordinating office logistics. Managing vendor communications for office supplies ensure smooth office operations.
Coordinating with vendors for maintenance, repairs, and procurement of office supplies while ensuring cost-effectiveness and timely delivery. Overseeing daily canteen operations, ensuring food quality, hygiene, and vendor coordination.
Monitoring and coordinating with security teams to ensure a safe and secure workplace environment.
Managing housekeeping staff to maintain a clean, organized.
***SAP Operations:**
Utilized SAP for maintaining and updating employee databases, generating reports, and tracking HR metrics.
Utilizing SAP to monitor attendance, generate daily and monthly reports, and address discrepancies efficiently.
Managed end-to-end payroll processing for employees, ensuring timely and accurate disbursements.
Maintaining and updating employee records, including attendance, leaves, and performance data, ensuring accuracy and confidentiality.
Coordinating onboarding and exit formalities, including documentation, clearances, and handovers.
Managing employee leave requests, maintaining leave balances, and ensuring approvals are processed seamlessly in SAP.

EDUCATION

MBA in HR 2024
Savitribai Phule pune university
68%

