



Suraj Maroti Kale

At Alagondi Post Rama Td Nagpur Maharashtra
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Objective

To pursue a challenging career in field of Human Resource to prepare for responsibilities through self-development and personal growth so as to contribute meaningfully to progress of an organization.

o Experience

- Marriott Hotel Surat 09 Sep 2024 - 31 Oct 2024
Human resource Department
I'm completed my Two Months Cross Training program from Reputed hotel Marriott Hotel Surat in Human Resource Department.
- JW Marriott Bengaluru 11 Dec 2023 - 07 Sep 2024
Associate
I'm worked there as a Culinary Associate.
- Le Meridian Nagpur 11 December 2018 - 12 April 2019
Industrial training
Completed Four month industry training program in Reputed Hotel Le Meridian Nagpur.

o Education

- MBA Human resources Department 2024
Pursuing
- National Institute of Business Education Nagpur
B.Sc. in Hospitality 2024
53%
- Balaji jr College Butibori
Higher secondary certificate February 2017
65%
- Jijamata madhyamik Vidhyalay
Secondary School Certificate March 2015

o Additional Information

- Recruiting, Screening, Sourcing, Shortlisting, Selecting, Interviewing Candidates.
- Handling various job portals.

- Conducting Recruitment, Joining formalities for new employee. □
- Issuing offer letter and Experience letter.
- Prepare and post absconding letter.
- Open and Close position on MHUB.
- I'm handling just report it on MHUB.
- Onex new member registration.
- Organizing staff meetings and creating SOP.
- Organizing employee engagement activities.
- Making Salary Breakups.
- PF Leave Management System.
- Full & Final Settlements Process.
- Gratuity Calculation & process.
- PF Registration.
- ESIC Registration.

○ Skills

- Basic of Excel
- Word
- Power point presentation
- Adaptation
- Team Work

○ Languages

- English
- Hindi
- Marathi

○ Personal Details

- Father Name: Maroti Jagan Kale
- Date of Birth: 19/08/1999
- Gender: Male
- Nationality: Indian

○ Declaration

I do hereby declare that the statements made in this document are true to the best of my knowledge and belief.

Place: Nagpur Date:

(Suraj M. kale)