

Mukund Mane

9011444037 | mukundmane09@gmail.com & macman999gmail.com.| Flat No. 104, 1st Floor, Swapna Nagri Housing Society,

Ambethan Chowk, Pune, Maharashtra

Summary

Ambitions to embark on a challenging position in reputed organization. Wherein, I would contribute to the organizational development & seek personal growth as an professional.

Overview

More than 10 years of reach & resourceful experience in the field of HR and HR & Administration professional. Successfully handled all the aspects of administration department. My great strength is to get connect with people easily.

Experience

Uptech engineering (UPPL) As A Manager HR & Admin & IR May-2021 To Present

- Look after IR related activities.
- Legal Compliances.
- All HR & Admin activities.
- Responsible for payroll processing of contract employees.
- look after Security, Transport & Housekeeping
- All operation related services.
- Employee Welfare activities.

Cosmos Construction Equipment's Manufacturing Company Asst. Manager. May-2019 To April - 2020

- Responsible for all maintaining & smooth working of
- Employee Engagement
 - Legal Compliances.
 - All Admin activities
 - Responsible for payroll processing of contract employees.
 - look after house keeping, Security, Transport, Canteen management
 - look after IR related activities.
 - Liscensing with govt. 7 Local Authorities.

Unitherm Engineering As A Exicutive – HR & Admininstration May-2017 To March 2019

- Look after IR related activities.
 - Legal Compliances.
 - All HR & Admin activities.
 - Responsible for payroll processing of contract employees.
 - look after Security, Transport, Housekeeping & Canteen management.
- All operation related services.
- Employee Welfare activities.

Sudarshan chemical Industries Pvt Ltd.**Sr. officer HR & Administration 11/2008 To April-2017**

- Looking after all canteen activities- working as a Canteen In charge.
- Responsible for all maintaining & smooth working of company colony activities working as an Estate In charge.
- Looking after company guest house, Hospitality, House Keeping, & Maintenance Carrying out Employee Engagement activities- such as festival celebrations, organizing sports events, entertainment activities.
- Coordinating for Induction new employees with HR Department.
- Active member in planning & carrying out events & conferences organized in company.
- Responsible for all types of audits related to admin department.
- Responsible for company security.
- Looking after all security measures as and when needed.

Languages

English, Hindi, Marathi

Education**MPM From Pune University**

Bachelor of Commerce, University of Pune | Pune, Maharashtra
06/2003

Diploma in Accounting, Auditing & Costing. | Pune, Maharashtra
06/2002

Hobbies & Interests

- Interacting with people.
- Travelling.
- Playing Sports.
- Listening Music.
- Cooking.

Achievements

Got more than 10 'Good Job Done' Cards for –

- Successfully arranging sales conferences.
- Planning & carrying out employee engagement activities.
- For successfully managing the events.
- For clearing the Admin Audits.
- Arranging sports events at all level.

Extra Curriculum Activities

- State level player of volleyball.
- State level player of Hockey.
- Represented company in Cricket tournaments.
- Represented company in Football tournaments.

Personal Info

- Date of Birth: 09th February 1984
- Marital Status: Married
- Gender: Male