

Prashant Prakash Bhosale

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Summary

Experienced in supporting HR functions including recruitment, onboarding, and employee records management. Known for maintaining confidentiality and fostering positive workplace relationships. Capable of handling multiple tasks with accuracy and positive attitude.

Hospitality professional focused on maintaining high standards of cleanliness and hygiene. Experienced in managing housekeeping teams, coordinating schedules, and ensuring guest satisfaction. Skilled in inventory management, staff training, and implementing efficient cleaning protocols.

Experience

Assistant Manager of Operations

July 2018 to Current

BVG India Ltd - Pune

- Handled customer complaints, resolving issues promptly to maintain positive relationships
- New joining staff onboarding on Software
- Coordinated strategic plans for administrative services management and optimization to best use available resources
- Handling 500+ employee payroll processing
- Good Knowledge of (PF , ESIC , gratuity , bonus , LWF , PT)
- Controlled budget for operational expenses, tracking spending and making adjustments as necessary
- Developed and implemented operational procedures to improve workflow and reduce costs
- Managed customer service issues, resolving complaints and improving overall satisfaction
- Supervised a team of staff, providing training and support to enhance performance
- Documented interviews and candidate correspondence
- Assisted with recruitment processes, including job postings and scheduling interviews for potential hires
- Created complete records for new hires
- Supervised work of contracted employees to deliver work on schedule

Production Worker

January 2018 to June 2018

Fukoku india Pvt Ltd

- Mixed and loaded ingredients into machines after measuring quantities to produce rubberised outputs.
- Recorded production data, including volume produced, downtime, and quality metrics, for performance analysis and reporting.
- Participated in regular team meetings to discuss production targets, challenges, and strategies for improvement.
- Cured rubber materials with heat, chemicals or other processes, making products strong and durable.
- Kept stock safe and secure by storing chemicals, ingredients and tools in locked storage areas.

Document Scanning Operator

August 2016 to March 2017

Osource Private Limited

- Collated and indexed scanned data accurately within company document management systems.
 - Documented damaged or wasted materials to support accurate inventory management.
 - Scanned a variety of documents including legal, financial, and medical records with attention to detail and accuracy.
 - Monitored supply levels and reordered consumables to avoid disruptions in scanning operations.
 - Customised scanning settings based on document types, optimising image quality and file size.
 - Coordinated the disposal of scanned documents, following data protection guidelines.
 - Maintained confidentiality and security of sensitive information during the scanning process.
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Skills

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| <ul style="list-style-type: none">• Knowledge of ERP systems• Contract management• ERP software usage• Duty management• Payroll processing• Operations management• Customer relationship building• Staff development and training• Stock control | <ul style="list-style-type: none">• Hiring management• Staff briefings and duty allocations• Complaint management• Housekeeping supply management• Hospitality management• Understanding of hospitality industry• Housekeeping techniques• Staff recruitment and training |
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Hobbies and Interests

- Traveling
- Playing Cricket
- Trekking

Education

Bachelor of Science : Chemistry 2016

D.P Bhosale College - Koregaon

Graduate

Languages

English,Marathi,Hindi