

SAIJAY D AMARE

Present Address

: Plot No - A/123, Room No - 2/3, Limbuni Baug, Govandi, Mumbai - 400043.

Mobile

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Email id

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CAREER OBJECTIVE

- To learn and achieve the path of success with hard work, confidence & utmost sincerely in the field of Personnel, Administration, Human Resources Development Compliance with an organization of repute.
- Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

EDUCATIONAL QUALIFICATION

| Degree | Year | Board/University | Grade |
|--------|------|--|--------------|
| SYBA | 2000 | Mumbai University | Pass class |
| HSC | 1998 | Maharashtra Board (Acharya Marathe College) | Pass class |
| SSC | 1993 | Maharashtra Board (Swami Muktanand High School) | Second class |

EXPERIENCE

Working in Osource India Pvt Ltd as an HR Executive from (28 Sep 2012 to Till date)

Roles & Responsibilities managed in Osource India Pvt Ltd

Roles and Responsibilities handled in HR Operations:

- Maintaining and managing database of employee life cycle.
- Joining Formalities of Selected Candidates.
- Providing and making Experience and Relieving letter.
- Providing Offer Letter, Appointment Letter, to Selected Candidates.
- Handling and guiding all queries of employees related to Operations.
- Handling and guiding PF and ESIC related queries of employees.
- UAN and ESIC Numbers generation

Vertex India Pvt Ltd

(25 August 2009 to 26 September 2012)

Work Experience

:

- Worked with **RACT**, Govandi as an **Instructor Cum Clerk** for the December 1994 to December 1995.
- Worked with **Chate Coaching Classes**, Sion as a **Counselor Cum Clerk** for the Jan 2001 to December 2006
- Worked with **Datamax Info Tech**, Ghatkopar as a **Data Entry Operator** for the Jan 2007 to December 2008.
- Worked with **Tech Process Ltd.**, Vikhroli as a **Quality Verifier** for the April 2009 to July 2009.
- Worked with **Vertex India Customer Solution Pvt. Ltd.**, CBD Belapur as a **Quality Verifier** for the August 2009 to Sept. 2012.
- Worked with **Osource India Pvt. Ltd.**, Govandi as a **H. R. Executive** for the Sept. 2012 till date.

Place : Mumbai

Date :



(SANJAY DATTARAM AMARE)

- Quality Verifier.

PERSONAL DETAILS

- | | | |
|-------------------|---|--------------------------|
| • Date of Birth | - | 05 August, 1975 |
| • Gender | - | Male |
| • Marital Status | - | Married |
| • Nationality | - | Indian |
| • Contact No | - | 9820825348 |
| • Languages Known | - | English, Hindi, Marathi. |
| • Email ID | - | sanjay.amre007@gmail.com |

HOBBIES

- Watching News
- Listening Music
- Reading books

- Date:
- Place:



(Sanjay D Amare)