Komal Patil Chavan

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**ABOUT ME**

I have 2 years of experience in resource management. Complete end to end resource management process. I was completely taking care of resource allocation to different projects. Maintaining the entire date base of major skill set resource.

Taking decisions on external hiring of an open position or keeping positions on hold. I was working directly with different project deliveries to fulfill resource required in the project. Working on hard core excel data sheets. I was also taking care of all the new hire at Bangalore and Hyderabad location for JAWA, .Net and Mainframe for their KIT session and further allocation to new projects.

Currently I am taking care of my family business which is into industrial supply of all the power tools. I am completely taking care of entire business management. Starting from hiring, adding a new source, financial management decisions, proper allocation of fun ds. We have our client all across India, and hence I am the primary source of customer management.

**JOB EXPERIENCE**:

1. **SWAPNIL ASSOCIATES – 1 Nov 2017 – Till today**

**Working as a co- director for organisation** ,taking care of entire business management.

**Roles and Responsibilities:**

* Complete resource Management.
* Inflow and outflow of finance.
* Stock and import ,export management.
* Complete database and flow of work management.
* Maintaining books of accounts.

1. **NTT DATA GLOBAL IT INNOVATOR(Bangalore) - 3rd Feb 2016 – 10th Oct 2017**

Worked as HR Associate under Global workforce Management and was taking care of resource management across global locations.

**Roles and Responsibilities:**

* Handling Different project workforce requirements.
* Managing fresher requirements under different skills.
* Timely fulfilling project skill requirements.
* Managing and hosting new project plan and working with onsite delivery manager in fulfilling the same.
* Handling Germen and North America groups of NTT projects.

1. **CAREERNET CONSULTANCY (Bangalore) – 24th June 2015 – 31st Jan 2016**

Worked as a recruiter for Sales and marketing group. Handled mainly the new startup firm’s skill requirements.

**Roles and Responsibilities:**

* Sourcing suitable profiles for desired job profiles for different organization
* Short listing candidates based on roles and responsibilities and arranging interview.
* Releasing Job offer for selected candidates.
* Follow up with candidate and organization for the resource joining formalities.
* Complete end to end joining formalities.

**Education:**

* **KLS INSTITUTE OF MANAGEMNT EDUCAION, BELGAUM**

Masters of Business Administration (MBA) Major specialization in Human Resources and Minor in Marketing.

* **GOGTE COLLEGE OF COMMERCE**

Bachelor of commerce and also completed on going courses like journalism, photography.

* **KENDRIYA VIDYALAYA**

Commerce stream.