

# Curriculum vitae

## **Sushant Deepchand Jadhav**

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### **Objective:**

As a progress is the activity of today & assurance of tomorrow, I want to create a suitable position with a view to accept challenge & attain higher levels of responsibilities.

### **Work Experience:**

#### **Hindustan Petroleum Corporation Limited**

**As Office Executive (HR)/(CSR)(March2018- till date)**

**Working in HPCL as Office Assistant in HR department from March 2018 on contract basis.**

#### **Job Responsibilities:**

- Assist with day to day operations of the HR functions and duties.
- Provide clerical and administrative support to Human Resources executives.
- Compile and update file of monthly activities.
- Process documentation and prepare reports relating to personnel activities like CSR & Scholarships.
- Prepare and updating the CSR and scholarship data.
- Creating a file note for CSR and scholarship activities in HPCL Portal.
- Assisting for maintaining the data of contract workers provident fund data.
- Assisting in Employee engagement activities in office.
- Filing documents develop and modify filing practices.
- Coordinate and organize department activities and functions like meetings; schedule, obtain use of conference rooms, and set up the rooms to be used.
- Assisting in the canteen and club activities.
- Collecting documents from various locations for updating the KYC details of UAN members.
- Updating the details of UAN in PF portal.

❖ **Accord Security & Allied Services Pvt Ltd.**

**As Asst. Manager HR & Business Development (June 2014 to till Jan 2018)**

✚ **Job Responsibilities:**

- Coordination & completion of Joining formalities, Bank a/c opening.
- Monthly Payroll processing.
- On boarding formalities, (Offer letter, Appointment letter and other types of letter generation)
- Attendance and Leave Management manage employee queries
- Employees disciplines and their compliance with company rules and policies
- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Conduct internal statutory HR audit. Also attend external compliance audit of clients
- Maintaining and updating the database of the candidates.
- Locates or proposes potential business deals by contacting potential clients; discovering and exploring opportunities.
- Closes new business deals by coordinating requirements; developing and negotiating contracts; integrating contract requirements with business operations.
- Organize and attend a meeting with new clients for business development and provide a quotation as per their requirement.
- Protects organization's value by keeping information confidential.

➤ **Hash one tech as Hr Executive(Nov2013-May2014)**

✚ **Job Responsibilities:**

- \* Be the first point of contact for all HR-related queries
- \* Pays employees by calculating pay; distributing checks; maintaining records
- \* Primary responsibility for payroll including statutory deductions through HRMS, benefits administration and support of other functional areas of human resources
- \* Assist in developing, implementing, maintaining and reviewing of company policies, rules and regulations in compliance with all applicable employment laws, statutes and regulations
- \* On boarding activities - Joining formalities, ID and mail ID creation, space allocation and maintaining employee files
- \* Conduct new employee induction program
- \* Organize and administer staff consultation and grievance procedures, skip meetings etc
- \* Taking a initial rounds of interview.
- \* Develop and recommend plans and activities to improve on the current HR system and process development.

**Academic Qualifications:**

Degree	Year	University/AIC TE	Institute	Subjects	Marks
MMS	2013	Mumbai university	YMT College Management (Kharghar Navi Mumbai)	HR	70%
BSC (Hospitality Studies)	2010	Mumbai university	Kohinoor college of hotel & tourism management studies (Mumbai )	NA	62%
12th	2007	Maharashtra state board (Mumbai)	Pragati college of arts & commerce (Dombivli)	NA	67%
10th	2005	Maharashtra state board (Mumbai)	R.V. Nerurkar High school (Dombivli)	NA	55%

**Computer Knowledge:**

- Basic computer knowledge with internet knowledge
- Well versed with MS Power point, MS Excel.

**Extra Curricular Activities**

- Participated in FEEMA , initiate taken by college to provide CET/CAT crash course for economically weak students .

**Hobbies and Interest:**

- Playing cricket
- Travelling
- Cooking

**Personal Details:**

- **Date of Birth** : 28/05/1990.
- **Sex** : Male.
- **Marital Status** : Single.
- **Nationality** : Indian.
- **Languages Known:** English, Hindi and Marathi.

I hereby declare that the information given herewith is correct to my knowledge and I will responsible for any discrepancy.

**Date:**

**Place:**

(Sushant Jadhav)  
Sign: