

Manasi Vilas Patil (Bankar)

Permanent Add: Chaitnya Nagar, Lokhande Mala,
Jail Road, Dasak, Nashik Road,
Nashik - 422101

Telephone: (M): +919922017850

Email id: manas588@rediffmail.com

Key Skills:

Recruitment, Management, Staff & worker understanding, Working in team work.

Year of Experience:

1) Working in “**Future Retail Limited – Big Bazaar**”, Nashik As '**HR Executive**' from 16th Feb 2016 to till date.

Responsibility:

- Pay register
- Recruitment / Onboarding
- Employee details - in ERP, File documentation
- Housekeeping arrangement
- Training Calender
- Employee Engagement Activity
 - Union Handling
 - Salary Preparation
 - PF, ESIC Handling
 - Arranging Meeting
 - Arranging Interviews
 - Weekly review of all departments
 - Other Official Work
 - SOP

2) Working in “**Shakti Mining Equipments Pvt. Ltd.**”, Nashik As ‘**HR and Admin Executive**’ from 07th Jan 2015 to 12th Feb 2016.

Responsibility:

- Attendance
- Recruitment
- Employee details - in ERP, File documentation
- Housekeeping arrangement
- Training arrangement
 - Maintain Rules & Regulation
 - Salary Preparation
 - PF, ESIC Handling
 - Arranging Meeting
 - Arranging Interviews
 - Managing Schedules of customers
 - MRM Report
 - Weekly review of all departments
 - Other Official Work

3) Working in “**Gemini Instratech Ltd**” Nasik as ‘**HR &Admin Executive**’, From 18th June 2012 to 12th Dec.2014.

Responsibility:

- Attendance
- Recruitment
- Trainings
- Housekeeping arrangement
- Employee details - in ERP, file documentation
- Maintain Rules & Regulation
- Salary Preparation
- PF, ESIC Handling
- Arranging Meeting
- Arranging Interviews
- Managing Schedules of customers
- MRM Report
- Weekly review of all departments

Education:

- SSC in AdarshMadhyamikVidyalaya ,Nashik in (2004-2005) got 73.73% Marks
- HSC in KTHM College , Nashik in (2005-2006) got 45.83% Marks
- Diploma in K.K.Wagh College of Engineering (Information Technology) with First Class Distinction (78.73%)
- BEIT in A.C.Patil College Of Engineering at Navi Mumbai(Information Technology) [Mumbai University] with first class(68.57%) .
- MBA – HR – Welingakar Institute Mumbai (2017) with 52%

| Education | Year Of Passing | Percentage |
|---------------------|-----------------|------------|
| SSC | 2004 | 73.73% |
| HSC | 2006 | 45.83% |
| Diploma (IT) | 2009 | 78.73% |
| BEIT | 2012 | 68.57% |
| MBA – HR (External) | 2017 | 52% |

Personal Information:

Date of Birth : - 5th August 1990
Father's Name : - Vilas Patil
Husband Name :- Rohit Bankar
Gender : - Female
Marital Status : - Married
Languages Known : - English, Hindi, Marathi - ability to Read, WriteSpeak.
Hobbies & Interest : - Reading Novels
Contact Address : - Chaitnya Nagar, Lokhande Mala, Nashik Road, Nashik 422101.

I hereby undertake that the above information is true to the best of my knowledge.

Manasi Vilas Patil