

Curriculum Vitae

Mayank Gauda

Male, 30 years

| EDUCATIONAL QUALIFICATION | | | | |
|-------------------------------------|--|--------------------------------|--------------------------------|------------|
| YEAR | DEGREE | INSTITUTE | BOARD/UNIV. | % of Marks |
| 2013 | MBA-HR (2009-11) | SVIT | Pune | 53 |
| 2007 | B Com | GDS College | Pune | 60.41 |
| 2004 | HSC | GDS College | Nasik Div. Board | 64.17 |
| 2001 | SSC | Sharda Madhyamik Vidyamandir | Nasik div. Board | 74.53 |
| ACADEMIC ACHIEVEMENTS | | | | |
| Co-Curricular | <ul style="list-style-type: none">• Represented school & won various elocution & writing competition for school.• Poetry Published in KTHM college annual magazine 2001-02• Member of SVIT college “Bizzana” annual programme committee 2010-11 | | | |
| PROFESSIONAL EXPERIENCE | | | | |
| Raymond LTD. (Engineering Business) | | Assistant Manager – HR & Admin | Feb’12 – Till Date (42 Months) | |
| Achievements/ Impacts | <ul style="list-style-type: none">• Member & Certificate holder First-Aid Committee• ISO-TS Internal Auditor & Certificate holder• Team lead responsible for implementing 5S in the plant for reducing production wastage.• Employee Engagement Champion | | | |
| Responsibilities | <ul style="list-style-type: none">• Working as Generalist ,• Recruitment, Training & Development,• Time keeping, Employee engagement,• Event organization.• All Admin activities | | | |
| ABC Financial Services | | Executive – HR & Admin | May’11 – Feb’12 (10 Months) | |
| Responsibilities | <ul style="list-style-type: none">• Handling all the Admin activity• Vendor relation,• Salary & Attendance• Event Organization & co-ordination | | | |
| Datamatics Global Services Ltd. | | M2-Executive-Finace & Accounts | Oct’08 – Mar’11 (29 Months) | |
| Achievements/ Impacts | <ul style="list-style-type: none">• Lead to Baan GRNI new set up established• Winner of spot award for 100% error free process & customer satisfaction | | | |
| Responsibilities | <ul style="list-style-type: none">• Specially Working in Oracle & BaaN Account Operate System• Invoice Processing & Vendor Maintenance.• Client Co-ordinations• Customer support desk. | | | |
| Intervida-Awakening Jagriti (NGO) | | Field officer | 6 Months in 2006/2007 | |
| Responsibilities | <ul style="list-style-type: none">• Field Work activity educational & development of poor children.• Various school children activities | | | |
| EXTRACURRICULAR & PARTICIPATION | | | | |
| Cultural | <ul style="list-style-type: none">• Shortlisted among 240 finalist from 15000 Participant for T.V. show called “BOLLYWOOD KA BOSS” hosted by actor BOMAN IRANI in 2007• Acted in Stage Drama in Annual Open House programme of Raymond Engg. Bussiness.• Member of Dadasaheb Phalke Film Society• Member of FRIEND’s Foundation | | | |
| Sports | <ul style="list-style-type: none">• Participated in Winning team as player of Cricket Tournament in Ring Plus Aqua LTD. (Subsidiary of Raymond LTD.) (2013)• Best ghost in Halloween day competition in Datamatics ltd. (2010)• Participated in various sports competition Kho-Kho & Kabaddi | | | |