

RESUME

SANDEEP SHRAVAN THOMBARE

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CAREER OBJECTIVE

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

ACADEMIC QUALIFICATIONS

Degree / Certificate	Institution/ Board	Year	CGPA/Percentage
MBA (Marketing/Finance)	Lovely Professional University, Phagwara	2015	7.43 TGPA
B.com (commerce)	University of pune	2013	64%
HSC	J.R. Gunjal secondary &Higher Secondary School, Chandwad	2009	63.17 %
SSC	Nashik Divisional Board	2006	76.13 %

CERTIFICATIONS

- Advance excel certificate from Lovely Professional University
- Digital Marketing Certificates from GOOGLE INC.
- Advance Analytic's Certificate from Google INC

EXPERIENCE

1. **Organization** : Global Mobility **Aug. 2020 – July 2021**

Post : HR Cum Digital Marketing Manager

Job Description :

- Major responsibilities included working on Human Resource Like Joining & Separation formalities, Attendance management, Induction & Training Programs.
- Appointment Letter & Confirmation, Job Portals, MIS Management.

- iii. Attendance management, Payroll Calculation, MIS management, maintain employee data through online & Offline mode.
- iv. Handle the Full Process of PF & ESIC for registration of Employer on portal to PF & ESIC Calculation plus paid through online to employee A/c
- v. Promote Hospital Services through Digital Marketing Campaigning I.e. Bulk SMS, WhatsApp, E-mail, Facebook, Tweeter, Instagram etc.

2. Organization : Santokh Hospital Nov. 2019 – April 2020

Post : HR Cum Digital Marketing Manager

Description :

- i. Major responsibilities included in working as Human resource like Sourcing of Staff & recruitment of staff by using online Job portal i.e. Indeed, Naukari, Work India Etc., joining and separation formalities, fixed up Job responsibilities, Induction and training, Entry to Exit formalities., Grievance Handling,
- ii. Attendance management, Payroll Calculation, MIS management, maintain employee data through online & Offline mode.
- iii. Handle the responsibilities of TPA & Insurance Impalement as well as Whole cashless process for IPD patients.
- iv. Handle the Full Process of PF & ESIC for registration of Employer on portal to PF & ESIC Calculation plus paid through online to employee A/c.
- v. Promote Hospital Services through Digital Marketing Campaigning I.e. Bulk SMS, WhatsApp, E-mail, Facebook, Tweeter, Instagram etc.

3. Organization : i)Renu Communication India Pvt Ltd Sept 2018 – Feb.2019

ii) Vision India Pvt Ltd Feb.2019 – Aug.2019

Post : State Manager (HR & Operation)

Job Description :

- i. Major responsibilities included working on Human Resource Like Joining & Separation formalities, Attendance management, Induction & Training Programs.
- ii. Appointment Letter & Confirmation, Job Portals, MIS Management.
- iii. Administration, maintaining personal files of Employees.
- iv. Employee Salary Payroll & Employees Relation

4. Organization : Global Visa consultancy Pvt ltd Oct. 2016 - Aug. 2018

Post : Front office manager (HR & Operation)

Job Description :

- i. Evaluates the job performance if each front office employee.
- ii. MIS Management, Administration, Maintaining personal files of Employees, Employee Salary Payroll & Employee Relation

- iii. Prepare revenue and occupancy forecasting
- iv. Perform other duties as requested by management

5. Organization : Ajay Rathi and Co.

Mar. 2016 - Sept. 2016

Post : Project manager cum Audit Assistance

Job Description :

- i. Manage relations with clients to purchase the accounting software
- ii. To solve problem related to accounting & software
- iii. Audit assistance for auditing various VIKA society & banks (BHR)
- iv. Validate various documents of particular banks.

6. Organization : Omiz Solution Pvt Ltd

June 2015 - Feb. 2016

Post : Project manager and trainer (HR & Operation)

Job Description :

- i. Co-ordination with management & third parties to complete project
- ii. Develop a detailed project plan to track progress
- iii. Use appropriate verification techniques to manage changes in project
- iv. Measure project performance by appropriate systems.
- v. Trained team members about new changes in project
- vi. Conduct business meeting with various client

LANGUAGES KNOWN

English, Hindi, Marathi, Punjabi (Beginner)

PERSONAL DETAILS

Date of Birth : 06 September 1990

Gender : Male

Mother's Name : Mrs. Alka Thombare

Father's Name : Mr. Shravan Thombare

REFERENCE

Available on request

Place :

Date :

(Sandeep Shravan Thombare)