# MEENAL MANGESH DANI

# C/O Mr. D .G. Bandi,

# Flat No 7, Basawaraj Apartment,

# Right Bhusari Colony, Kothrud, Pune.

**Mobile No: 9689942876**

**meenalmohane@hotmail.com**

# PROFESSIONAL QUALIFICATION

#### M.B.A (HR) **64 %** Y.C.M.O.U., Nagpur.

#### D.F.M. from Bhartiya Vidya Bhavan, Nagpur with an aggregate of **52%** in Year 1996-1997.

# ACADEMIC QUALIFICATIONS

* BCOM from DhanwanteNational College , NagpurUniversity, Nagpur in the year 1996 with an aggregate of **61%.**
* XII th Std.Commerece from DhanwateNationalCollege, Nagpur in the year 1992-93 with **71%**
* X th Std. From Pandit Baccharaj Vyas Vidyalay , Nagpur in the year 1990-91 with **67%.**

**Objective**

I wish to obtain a position in your esteemed organization. I firmly believe in the principle of implementing my duties with dedication & determination of my goals. I am looking for good career growth opportunities, where my talent and knowledge could be best subjected and utilized for the benefit of the organization. I have the confidence and vision in my ability to perform according to the expectation generated by an opportunity.

# SOFTWARE SKILLS

Packages : MS-Office (WORD.EXCEL.POWERPOINT),Tally.

**EXPERIENCE**

Organization**: SRL Diagnostics Pvt. Ltd**.

Earlier known as Piramal Diagnostic Services Pvt Ltd., PiramalPathlabs and Diagnostics

Center is a part of the diversifiedAjay PiramalGroup which has business interest in

Pharmaceuticals,Glass,and Real Estate. The Group Turnover is more than Rs. 20Billion

of which Nicholas Piramal India Limited,our flagshipcompany, accounts for sales of

more than Rs. 15 billion and is thefourth largest pharmaceutical company in India.

Wellspring operatesfrom thirty five locations with over 50 processing labs in India.

**Designation :Manager Administration**

**Duration :** 20/12/2006 to 1/10/2015

**Job Profile :**Manage staff of 100 members and run green field project and lead team since 9 years. Important role in managing day to day activities and recruitment of staff.

**HR Activities** :-

1. Searching of candidate by using portals.
2. Short listing candidates.
3. Conducting interviews and salary negotiation and giving feedback to Management.
4. Completing joining formalities of new joing.
5. Arranging training and induction programe
6. ESIC and PF formalities of newjoinee.
7. Staff welfare activities.
8. Full and final settlement of staff members
9. Apprisals
10. Attendance and Payroll
11. Leave Record

**Administration Activities.**

Managing day to day activities for smooth functioning . Maintaining records of staff members Attendance of staff members. Induction of staff members. Preparing Full & Final settlement of staff.. Looking after AMC & CMC of Lab instruments and computer hardware.

Co-ordinating with HO for Vendor Agreement and new tieup for corporate client. Managing health Checkups. Handling recruitment and exit process of staff members. Managing leaves and Payroll activities. Co-ordinating for Health Checkups. Maintaining Doctors Payout. Key User of Lab Software.

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**Organization** **:Signet Technologies Pvt. Ltd.**

**Designation :** Manager Operations

**Duration :** 19/11/02 to 17/12/2006

**Job Profile :** Logistics support for Acer India Pvt.Ltd.Office Administration. Co-ordination

with Govt.authorities for AMC. Co-ordination with customer &Engineers for after sale services Follow up for Annual MaintenanceContract outstanding payments . Preparation of payroll , Recruitments. Handling Petty Cash, spares procurement

**Organization : Western Refrigeration Engineering**

**Designation :** Co-ordinator

**Duration :** 2 years

**Job Profile :** Monitoring Daily cash expenses & Bank responsibilities, Co-ordination with

govt. Authorities, Follow up of outstanding payments, Bank Reconciliation,

Office Administration.

## PERSONAL DETAILS

Name : Meenal Dani

Husband’s Name : Mangesh Dani

Date Of Birth : 21st March 1976

Sex : Female

Marital Status : Married

Nationality : Indian

CTC : 25000 PM

Languages Known : English, Hindi and Marathi

##### Declaration

I hereby declare that all the above-mentioned information is correct as per my knowledge and belief.

**Date:**

**Place: Pune Meenal Mangesh Dani** Top of Form

Bottom of Form