**Resume**

**Pratik v Titare**

**Male, 28**

**Professional–Human Resource, Diploma in Labour Law & Welfare**

**Professional Synopsis:**

*Post MBA****–ADFINITY BRANDING & ADVERTISEMENT FIRM***

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| ***HR/ ACCOUNTS ( APR 2017 SEPT 2017 )*** | | |
| * *Handling Manpower* * *Handling the recruitment process* * *Handling Accounts bill* | * *Vendors Management* * *Arranging meeting* | * *Training to Employees* |
| * Handle the Salary Process of the employees of the firm manually * Maintaining accounts of Firm. * Looked after the Recruitment process of the firm. * Arranging vendors for various work of firm. * Conducted induction training in the company. | | |

*Post MBA****–SP Group of Companies***

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| ***HR Manager ( Aug 2015 Sep 2016 )*** | | |
| * *Handling Salary Calculation* * *Handling the recruitment process* * *Arranging monthly meetings* | * *Implement HR policies* * *Handling NGO activities* | * *Training to Employees* |
| * Handle the Salary Process of the employees of the company manually * Designing the HR Policies for the company and the implementing them. * Looked after the Recruitment process of the company. * Maintaining the record of the Employees of the company . * Conducted induction training in the company. | | |

*Post MBA - Balaji Superspeciality Hospital*

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| ***Administration & Billing Head ( HR & Accounts ) ( Sep 2014 June2015 )*** | | |
| * *Handling Admin and Accounts activities* * *Make Tender and submit in organizations* * *Organizing IMA meeting* * *Deal with the Govt Policy of Ragiv Gandhi Jeevan Dayee Yojana* | * *Recruitment of staff* * *Arranging the shift of the employees* * *Managing the attendance leave policies* * *Scheduling appointments of with MR* | * *Monthly Accounts report profit & loss statement* * *Bringing new surgeons to Hospital* * *Advertising and business development* |
| * Handling the requirements of each and every dept. such as admin accounts purchase OT etc. * Looking for tenders issued by big companies & apply for it by preparing the full documents & fulfilling their terms and conditions * Managing Health Camps in Various areas in the city and different places * Maintaining the records of the organizations to which we are under contract * Dealing with the day to day problems of the billing department * Client Servicing, Inventory Management, Monthly Auditing procedures etc. * Maintaining the relationship with the existing clients, solving their issue and providing them proper services * Innovating new ideas creating Advertisement of the companies and generating business from that. | | |

*Post MBA****– Gen Rx Pharma Pvt Ltd***

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| ***HR Assistant ( Oct 2013 Feb 2014 )*** | | |
| * *Assisting in Recruitment handling the cash of company* * *Handling Administration work of the company* * *Manpower Handling of the production department* | * *Maintaining the official record of the Employees* * *Maintaining the stock of stationary* | * *Contact with Placements agencies* * *Conducting the Induction Programme.* |
| * Taking the requirements of the different departments were manpower is required * Advertising the requirements through different media * Assisting Senior managers in handling the interviews of the candidate * Co- coordinating with the labour contractor for arranging the manpower of the production department * Conducting the induction & training programe of the new joinees * Arranging the stationary & other requirements of the departments whenever needed * Looking after housekeeping of the company * Conducting the safety week program in the company. | | |

*Post MBA****–Taparia Tools Ltd***

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| ***HR Trainee ( Feb 2013 June 2013 )*** | | |
| * *Assisting in the maintenance leave record* * *Handling the records of the share certificates* * *Drafting letters of the company* | * *Maintaining the attendance record* * *Learned about materials accounting* | * *Done secretarial work* * *Have been a part of internal audit team* * *Have done the Back office work* |
| * Handle the leave record of the employees of the company manually * Maintaining the leave policies of the company and the maintenance of the attendance record of the employees. * Looked after the back office work of documentation records of the company. * Maintaining the record of the share certificates of the company and issuance of the shares to members * Learned about materials accounting and about the receipt and payments of such vendors of the company * Assisted in the secretarial work like making the agenda & minutes of the meeting | | |

*During MBA) - Summer Internship*

**Taparia Tools Ltd Position – Intern (May 2011 – June 2011)**

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| Employee Satisfactions on the basis Of Welfare Facilites |
| **Selected Significant Contributions:**   * Primary Data Analysis –100 Workers were asked about the welfare faculties provided in the company and accordingly the gradation of the facilities done * Secondary Data Analysis – Data collected and study done on the basis of the feedback forms * A brief study of the facilities in the company is done and also the lagging areas were found * Depending upon the research done in the company on the facilities to workers some suggestion were given accordingly. |

*Academics:*

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| **Education** | **Year of Passing** | **Percentage** | **University/Board** |
| Diploma in Labour Law & Welfare | 2013 | 55.00% | Pune University |
| MBA-Human Resource | 2012 | 59.00% | Pune University |
| Bcom- Law | 2010 | 55.00% | Pune University |
| XIIth | 2007 | 60.00% | Maharashtra Board |
| Xth | 2005 | 55.00% | Maharashtra Board |

*SKILLS:*

* Operating Systems: Windows Vista/ Windows 7 (Higher Operating Systems)
* Tools: MS Office (Word, Outlook, Access, PowerPoint, Excel)
* MS-CIT Tally ERP MS ACIT Typing

*AREA OF INTEREST:*

* Human Resource
* Manpower Handling
* Administration
* Recruitment
* Corporate Communication
* Accounts

*Additional Information:*

* Date of Birth : 09th Jan 1990.
* Mail Id- pratikvtitare@gmail.com
* Alternate mail id- pratiktitare09@rediffmail.com
* Contact no- +91 7888262332

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

**Date:**  **Pratik V Titare.**bullet3