# **RESUME**

**Post Graduate Diploma in Human Resource Management**

**Symbiosis Center for Distance Learning Pune**

**Name : - Sachin Ramesh Bornare**

**Permanent Address :** - Vasant Vihar Panchavati  
 Building No : - 79   
 Flat No 301, Thane West  
   
 **Contact No :** - 9850736327

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| Qualification |
| **Symbiosis Center for Distance Learning Pune.**  **Post Graduate Diploma in Business Administration – (Human Resource Management)**  Year of passing March 2012 Percentage 56.63%  **University of Pune**  **Master of Arts in English Literature**  Year of Passing June 2004 Percentage 52.00%  **Bachelor of Arts in English Literature**  Year of Passing June 2002 Percentage 50.00%  **HSC**  Year of Passing April 1998 Percentage 55.00 %  **SSC**  Year of Passing March 1996 Percentage 50.00% | |

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| Techno Skill |
| * **Operating System         :** Windows 98, Windows XP,Vista, Windows07 * **Application Software**  **:** MS-office * **Typing Knowledge** **:** English Typewriting 30 W.P.M and 40 W.P.M * **MIS :** Able to handle Microsoft Excel sheet | |

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| Work Experience |
| **Working with WNS since 20th Nov 2004**    **2004 to 2010 - SPOC (Single point of contact) – D2L Team**  **JOB PROFILE**  Worked on logistics project, handling client communication. (Email & IM)  Errors analysis received through email by clients.  Handling the weekly issue logs & conference call with the clients.  Always getting touch with the client to ensure about the processing data.  Maintaining all the client instruction.  Provide new client training to Agent.  **10th Jun 2010 to 15th Oct 2011 worked as Analyst - Shipping & Logistics Team**  **Job Profile.**  Worked on daily attendance report and Leave Management.  Worked daily Volume Handling Report.  Provide feedback to the employee. (Regarding quality issue)  Conduct Fun Floor activity.  Handling Employee General issues.  Handling Team behalf of Team Leader.  Provide process training to new agent.  **Currently working in Banking & Finance Process as Lead Coach And HR SPOC**  **Job Profile**  Worked on daily attendance report.  Production planning  Worked on daily MIS & Inventory Report  Resolve Query of Team members regarding process knowledge.  In night shift handling team without Assistant Manager.  Resolve team member’s personal and general issues.  Responsible for company required Target, Turn Around Time and Quality achieve by Team.  Worked on Quality Report  Shared quality related feedback with respective team member  Handling employee general issue.  Conducted training for develop employee moral toward the organization.  Handling recruitment behalf of Assistant Manager  Conduct Process knowledge test for every month  Conduct Training for New Join Agent ( System Training & Process Training)  Conduct Employee engagement programs on festival | |

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| Personal Details |
| **Full Name : Sachin Ramesh Bornare**  **Permanent Address : As above mentioned**  **Mobile Number : 9850736327**  **Gender : Male**  **Date of Birth : 04/03/1981**  **E-mails : Sachin\_bornare@rediffmail.com** | |

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| Personal Skills |
| Strong willing to learn new skills and abilities.  Ability to work under extreme pressure, accept challenges and ability to deliver qualitative results.  Good analytical skill  Patience & clam nature to handle the situations.  An effective communicator with excellent interpersonal & relationship building skills.  Hungry for knowledge.  Involving in activities with full dedication and determination.  Ability to work as a team member supporting & commitment to the overall success of a group. | |

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| Strengths |
| Ability to work under pressure and handle multiple tasks.  Fast learner, quick to absorb utilize new methods | |

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| Interest |
| Reading Books and visiting at nature spot. | |

Date :

Place:  **Thane Sachin Ramesh Bornare**