



## Ashwini Sandesh Gudekar

Assistant Manager-  
**Hr-Admin and Compliance**

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📞 +91-8452 948878

📅 Birthday: 10<sup>th</sup> Nov 1986

📍 F-G01, Channel Corner,  
Plot-06, Sect-16, Opp  
Karadi Samaj Hall,  
Kamothe, Navi Mumbai.  
410209

## Technical Skills

Diploma In Computer Application

Payroll

SOP

Typing 30wpm English

Ms-Access

Internet Surfing

MS-Office

## Special Qualification

Completed Diploma In  
**Human Resources**.  
Management From  
Wellingkar Institute

## Professional Experience

Company Name : Kairav Chemofarbe Industries Limited  
Designation : Assistant Manager -  
**Hr - Admin and Compliance**  
Duration : Sep 2015 to Feb 2024 (8 yrs 6 mos)

## Job Responsibilities handled during entire tenure

**Talent Hiring/On-boarding:** Managed recruitment and selection cycles, determined selection criteria, sourced candidates, tracked recruitment data, ensured seamless on-boarding, and suggested process improvements.

**Employee Connects & Engagement:** Managed the entire employee lifecycle, created benchmarking frameworks, drove engagement interventions, conducted surveys, managed recognition programs, handled exit discussions, and organized various engagement programs.

**Learning & Development:** Prepared training calendars, analysed training effectiveness, and maintained records as per IMS requirement, and acted as an internal trainer.

**Annual Appraisal/PMS Activity:** Ensured completion of goal-setting exercises, prepared PMS data, monitored PIP cases, and supported corporate HR.

**Statutory Compliances:** Handled applicable labor laws, executed statutory submissions, maintained records, and managed employee grievances.

**Employee Relations & IR:** Developed rapport with employees and their families, managed grievances, conducted investigations, and ensured smooth HRMS system implementation.

**Facilities Management & Committee Participation:** Managed general administration activities, participated in committees, and maintained related documentation and records.

**Business Management Systems:** Successfully faced customer and certification audits, represented the HR department, and received recognition for audit-related work.

**HR Operations & Data Management:** Maintained employee master data, managed CTC data, tracked L&D and recruitment records, prepared HR MIS reports, and supported HR budget preparation. Prepare and maintained Organization Organogram.

**Time Office & Payroll:** Managed time office activities, adhered to payroll calendars, maintained compliance records, and interacted with departmental leads for smooth payroll processes.

**HR Technology:** Ensure smooth implementation and 100% utilization of HRMS system for Employee life cycle, Recruitment & Selection, On-boarding, statutory compliances, learning and development. Knowledge of Oracle-ERP system, Leave Management System.



**Company Name : Sa-Ford (Sharon Bio-Medicine Limited)**  
**Designation : Executive Hr & Administration**  
**Duration : Jun2012 to Sep 2015 (3year - 3month)**

1) Handling all activity related to Administration / Purchase / Bills / Payments 2) Handling All HR Related Activities 3) Maintain Time Office & Staff Leave Record 4) Confidential Records 5) Supervision Of House- Keeping Activity & Staff 6) Responsible For Travel arrangement/ bookings for staff tours / visits. 7) Indent / procurement /documentation etc.related to stationary /Consumable 9) Organizing meeting of IAEC / IBSC, Co-ordinating with external members of above committees. 10)Responsible for all activities related to Test Item Storage 11)Responsible for all activities related to Archive 12)Factory Registration License 13)Small Scale Industries License 14)Common Effluent Treatment Plant (Municipal) Panchayat Tax 15)Biomedical Waste Authorization (Municipal) 16)Pollution Control Board License 17)Ramky (Biowaste disposal) Contract 18)House Keeping Contract 19)Security Contract 20)Maharashtra Electricity Distribution Company (Electricity) 21)Telephone (MTNL) 22)Electricity / Water / Telephone Bills 23)MIDC Drainage Connection Contract 24)Contract for Pest control of premises 25)Safety Training for employees 26)Medical Examination of staff (routine - yearly & new joiners )

**Company Name : ORIENT PRESS LTD ORIENT PRESS LTD**  
**Designation : Hr admin Assistant**  
**Duration : Oct 2009 to Jun 2012 (2year - 8month)**

1)Monitoring stationary requirement. 2) Travel Requirements - Ticketing - Hotel - Foreign Exchange - Car Bookings 3) Preparing Invitation letters as directed 4) Maintain Confidential Records & Files. 5) Maintain Records Of Decision & Notices Issued By Organization 6) Handling Office Stationary Dept. 7) Answers Phone Calls on Direct Line & Respond to Queries 8) Set Up & Co-Ordinate Meeting & Conferences. 9) Assist in Special Events Such As Fundraising Activities & the Annual Meeting 10) Other Duties as Assigned by the Executive Director. 11) Maintain Leave Records Of Staff. 12) Reporting to the Managing Directors, Mail checking, Mail drafting, Coordinating with official visitors to MD, Call taking, Coordination with employees and management. 13) Type Correspondence Letters, Reports & Other Documents.

**Company Name : M/S PRINT HOUSE (I) PVT LTD**  
**Designation : Admin Assistant**  
**Duration : Nov 2006 to Oct 2009 (2year - 11month)**

1)Type Correspondence Letters, Reports & Other Documents. 2)Maintain Confidential Records & Files. 3)Check the mail & give Appropriate Response. 4)Maintain Records Of Decision & Notices Issued By Organization 5)Handling Office Stationary Dept. 6)Answers Phone Calls on Direct Line & Respond to Queries 7)Set Up & Co-Ordinate Meeting & Conferences.8)Make Travel Arrangement For staff, Boards & Volunteers At Domestic Level. 9)Assist in Special Events Such As Fundraising Activities & the Annual Meetin 10)Other Duties as Assigned by the Executive Director. 11) Maintain Leave Records Of Staff.

## **Declaration**

I hereby declare that the information stated above is true to the best of my knowledge.

Place: Navi Mumbai

Date:

## **Qualification**

### **T.Y.B.A**

2008-09

Mumbai University

### **H.S.C**

2003-04

Mumbai Board

### **S.S.C**

2001-02

Mumbai Board

## **Personal Skills**

Excellent organizational, planning and coordination skills

Highly motivated working

## **Objective**

Seeking a responsible position in the field of information technology where I can contribute my knowledge and efforts for the growth of the organization



[Ashwini Sandesh Gudekar]