

Curriculum Vitae

Sandeep_Sanjay_Mane

36, Ahilya Devi housing society, shinde mala,
Sangli. 416416.

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Career Objective:

To pursue a demanding HR/IR role within a reputed firm with the approach to take up responsibility to accomplish organizational goals where in my skills and potential are being utilised to the maximum alongside focusing on the scope of enhancing my professional skill and gaining maximum knowledge during my tenor the growth of the firm.

Accomplishment:

- **Project** -Effective Integration of Skill Matrix System to Quality Management System.
- **Project** -Training and Development, & Advanced Diploma in Automotive Mechatronics project and IR practices (Labour Law).
- Managed events in college and originations.
- Planned and delivered employee Training & development programs.
- Spearheaded and successfully implemented ongoing recruitment program to hire and effectively train all personnel.
- Reduced repeat problem report rate to less than one percent.

Capabilities:

- Competent using software including: Windows, Word, Excel, PowerPoint, E-mail, and the Internet.
- Hired, trained, and supervised staff devising a "promote from within" program, maximizing employee retention and improving productivity.
- Work well as a team member or independently.
- People Management and conflict resolution.
- Good knowledge of employment/labour laws.
- Basic knowledge of ERP & HR Modules.
- Problem solving skills.
- Team building skill.
- Administrative skill.
- Research and continue learning skill.
- Effective management, technical skills.

Employment History:

1. Pride Purple Group

HR Executive – 5 October 2021 – 3 November 2021

1. Recruitment (End to End).

Source the candidate through different portals.

- a. Naukri Portal.
- b. LinkedIn.
- c. Indeed Jobs.
- d. Shine.
- e. Conducting telephonic interview.

2. Induction and welcoming new joiner with Welcome Kit & welcome Mail.

3. Complete joining Formalities.

4. Documentation's of new Candidates.

5. Hire and Negation.

6. Employee Engagement activity.

7. Salary structure.

8. Provide PF and ESIC data to 3rd party.

9. Arranging Training of New join Employee.

10. Hand on experience with sourcing and screening.

11. Handling Day to Day Office Administration.

12. Issuing Offer, Appointment and Welcome Letter.

13. Email follow-up from employers Recruitment and Selection, Joining Formalities, Statutory.

Compliance, Exit Formalities, Employee Engagement, Attendance and Leave Management.

14. Employee's Birthday celebration / Birthday wishes.

2. SILICON POLYMERS

Management Trainee - August 2019 to August 2021

2. Recruitment (End to End).

3. Training and Development – On job & off job.

4. Disciplinary action.

5. Contract Labour Management.

6. Grievance handling.

7. Performance Management.

8. Succession Planning.

9. Employee Engagement.
10. Talent Acquisition.
11. Workforce Management.
12. Maintain Employee Record.
13. Skill Matrix.
14. Compliances (Statutory and Non Statutory).
15. Payroll.
16. Maintaining and reporting on workplace health and safety compliance.

Internship:

- Carraro India Pvt Ltd, Ranjangoan, Pune (based on Block internship in HR or IR Project (Project - Effective Integration of Skill Matrix System to Quality Management System)).
- Mercedes-Benz India, Chakan, Pune. (Based on Summer Internship in HR Project (Project - Training and Development, & Advanced Diploma In Automotive Mechatronics project) and IR practices.(Labour Law)).
- Kirloskar Brothers Privet Limited Kirloskarwadi Sangli. (Based on HR and IR practices).

Education:

- 1. Regional labour institute branch of Late. N. M. Lokhande Maharashtra institute of labour studies government of Maharashtra, Nagpur.**

MASTER'S IN LABOUR STUDIES –

1st Year Percentage – 63.50 %

2nd Year Percentage – 93.75 %

Aggregate – 78.62 %

- 2. Department of technology, Shivaji University Kolhapur.**

B.Tech in Electronics and Communication Technology –

52.3%

- 3. Smt .Kasturbai Walchand College of Atrs,Commerce and Science,Sangli.**

H.S.C -

46.50 %

- 4. Sangli high school Sangli.**

S.S.C –

64.92 %

Languages:

- English
- Marathi
- Hindi

Training Placement:

- **One week training placement**
 1. Maharashtra Welfare Labour Board, Nagpur.
 2. Additional Commissioner of Labour Office, Nagpur.
 3. Industrial Court and Labour Court, Nagpur.
 4. Employee State Insurance Corporation Office, Nagpur.
 5. Trade Union Office Bharatiya Mazdoor Sangh (BMS), Nagpur.

Personal Details:

Name : Sandeep Sanjay Mane.
Father Name : Late. Sanjay Rajaram Mane.
Gender : Male
Date of Birth : 02nd Nov 1993
Marital Status : Single
Address : 36,Ahilyadevi Housing Society, Sangli
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DECLARATION:

I hereby declare that the above mentioned information is correct up to my knowledge and I will solely be responsible for any discrepancy found in them.

Place: Sangli.

Date:

(Sandeep Sanjay Mane)