# RESUME

# Maharudra Narayan Ekbote

### E-Mail:emaharudra@yahoo.com ekbotemaharudra@gmail.com Mobile No. 8380819706

### OBJECT

I am now looking to build on my extensive range of technical skills within a suitable role.

I am keen to achieve further professional development.

# PROFESSIONAL PROFILE

I am an enthusiastic and H. R. Administration, who enjoys being part of, as well as leading, a successful and productive team. I am quick to grasp new ideas and concepts, and to develop innovative and creative solutions to problems. I am able to work on my own initiative and can demonstrate the high levels of motivation required to meet tightest of deadlines. Even under significant pressure, I possess a strong ability to perform effectively. I wish to be a part of a proactive organization.

## PROFESSIONAL EXPERIENCE

## ⮚ Wow Facility Management and Supply Solutions

⬩ **Designation** : Assistant Manager, H R Administration.

⬩ **Period** : 1st August 2020 to 8th February 2022

1. H. R. Administration – Attendance, Leave, Salary and all H R Related work

2. Petty Cash Handling

3. Quotation & Billing in Excel

4. Bank work : Deposit / Withdrawal

5. Outstanding report of clients

## ⮚ Quality Housekeeping Material Supplier

⬩ **Designation** : Senior Cleark.

⬩ **Period** : 1st May 2017 to 31st July 2020

1. Petty Cash Handling

2. Quotation & Billing in Excel

3. Bank work : Deposit / Withdrawal

4. Outstanding report of clients

5. Pantry Department related all type of work in Excel

## ⮚ Girivan Group

⬩ **Designation** : Assistant Manager, H. R. Administration& E. D. P.

⬩ **Period** : 10th June 1997 to 30th April 2017.

❖ **H R Administration:**

1. Help in Recruitment & Selection - Talent Sourcing, Screening of Applicants, Background Verification, Finalization of Job Offer, On Boarding Process and Induction, Maintenance of Candidate Records, organizing interviews, completing joining formalities, employee transfers etc.
2. Attending Audits.
3. Training & Development

1. Co-ordinate with Department Heads and Prepare Training Need Analysis

2. Co-ordinate for Training Program As Per Calendar

3. Training Reports (Monthly)

4. Prepare a Training Analysis and Effectiveness Report

5. Organize re-training If Required

4. Employee Engagement

1. Reward and Recognition Program

2. Organizing Events Through Employee Connect

3. Interpersonal Relationship Building

5. Employee Communication

1. Drive the Values in Employee Handbook and Reiterate them Periodically

2. Coordinating Activities in Various Committees and Forming New Ones as per the Business Requirements

1. Preparing monthly salary sheets and to prepare inputs for Statutory requirements like PF, PT, ESI, Labor Welfare etc.
2. Maintaining Attendance and Leave Records. Gather Payroll Data like Bank Accounts and Working Days
3. Assisting to HR Authority in policy formation, its implementation, grievance handling, employee welfare, discipline & counseling etc.
4. Generation of Appointment / Confirmation / Promotion Letters / Memos / Experience Letters, Relieving Letters.
5. Maintaining files of employees, updating the details in Payroll System & ensuring statutory compliances.
6. Compiling employee’s data for Mediclaim Insurance, taking care of changes in employee data, coordination with employees and insurance advisor.
7. Preparing monthly reports of HR Department for Management.
8. Sending Birthday Wishes to all employees through email.
9. Maintaining and updating Master Data of all employees as well as Employee files. Maintain Physical and Digital Personnel Records and Employees Database
10. Completing entire Performance Appraisal process for the Organization carefully.
11. Taking care of Leave & Attendance records.
12. Assisting to H. R. Authority in all his day to day routine work.
13. Proper filing of various HR related documents & maintaining Confidentiality.
14. Exit Formalities

1. NOC Clearance

2. Handing over of Assets

3. Exit Interview

4. Exit NDA

5. Relieving Formalities

1. Preparation and Implementation of Performance Appraisals. Different Procedure Related to Confirmation, Extension, and Promotion & Increment etc.

❖ **EDP Work:**

1. Plot holder Data Maintenance
2. Update potholder data daily : Addition, Cancellation of Plot holder’s files.
3. Update category of Plot holders.
4. Prepare Index of potholders
5. Give the plot holders list as per requirement to Management.

## ⮚ Sharada Sahakari Bank

## Worked as Temporary Clerk

## From 05/06/1996 to 28/08/1996, 03/09/1996 to 26/11/1997 and 09/01/1997 to 08/03/1997 on temporary basis. From 09/03/1997 to 09/06/1997 worked as clerk on contract basic.

## ⮚ Prompt Computer Services

## Designation: Computer Operator

Worked as Computer Operator from 17/05/1995 to 03/06/1996.

⮚ **STRENGTHS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **\*** | Enthusiastic, creative, goal oriented professional with good experience | **\*** | **Innovative** |
| **\*** | Loyalty with the organization | **\*** | **Think outside the box** |
| **\*** | Planning of work | **\*** | **Results-driven** |
| **\*** | Time Management. | **\*** | **Detail-oriented** |
| **\*** | Processing temperament and patience to manage and meet highly challenging situations in a pressurized environment. | **\*** | **Proactive** |
| **\*** | Good Inter-personal & Inter-departmental skills in Communication. | **\*** | **Self-motivated** |
| **\*** | **Effective** | **\*** | **Team player** |
| **\*** | **Responsible** | **\*** | **Hard worker** |
| **\*** | **Strategic** | **\*** | **People person** |

⮚ **ACHIEVEMENTS**

◾Received Best Team Award.

◾Got promotions.

◾Make sure the management gets the most accurate feedback&complete all jobs on Time

⮚ EDUCATIONAL QUALIFICATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Degree | University/Board | Institute | Year of Passing | Percentage |
| B. Com. | Pune University | Annasaheb Magar College | 1995 | 52.00% |
| H. S. C. | Maharashtra State Board | Annasaheb Magar College | 1992 | 50.17% |
| S. S. C. | Maharashtra State Board | Sadhana Vidyalaya Hadapsar | 1990 | 58.28% |

⮚ PROFICIENCIES

* Computer Skills:

Higher Diploma in Software Management from Aptech Computer Institute, Camp, Pune

* MS-CIT Course from Disha Computer Institute, Hadapsar, Pune
* Advance Excel Course from E-Nice Computer, Mahadeonagar, Pune
* Internet handling
* English Typing30 WPM
* Marathi Typing 30 WPM

**What Adds to My Tally of Points?**

I consider myself as a flexible person and can adapt to any challenging corporate environment and contribute to the success of the organization.

⮚ **LANGUAGES KNOWN**

English, Marathi, Hindi

PERSONAL DETAILS

**Permanent Address :** Flat No.304, “ChourangAangan”, 3rd Floor,

Survey No. 95/2, Mahadeonagar, Near Nalawade Hospital,

Manjari Road, Manjari Budruk, Pune 412307.

**Date of Birth :**  21/11/1974

**Marital Status** **:** Married

**Place:** Pune **Date:** 24/05/2022

Signature

**Maharudra Narayan Ekbote**