

RESUME

Name : Sachin Vaman Thorve
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CAREER OBJECTIVE:

To work in challenging job environment with responsibilities that will utilize my Human Resource Management skills and abilities to contribute to the organization's success and offer ample learning abilities.

CORE COMPETENCIES INCLUDE:

Talent Acquisition	Payroll Management	Performance Appraisal
General Administration	Employee Engagement	IR & Employee Relation

PROFESSIONAL EXPERIENCE:

- Presently working as **Assistant Manager – Human Resource** with **Saka Engineering Systems Pvt. Ltd.** (Since June 2017 till date)
- Worked as **Senior Executive – HR and Admin** with **SP Kisan Producer Company Ltd.** (From May 2014 till March 2016)
- Worked as **Admin Manager** with **Sai Prasad Foods Ltd.** (From May 2007 till April 2014)

ROLES & RESPONSIBILITIES:

- Independently handling recruitment process of organization.
- Preparation of Manpower Requisition concern to job specification and description.
- Sourcing candidate from various placement consultants, Data bank and employee references.
- Screening right candidate as per candidate and scheduling the personal interview.
- Handling the preliminary HR interview.
- Preparing and issuing the Offer Letter, Appointment Letter to selected candidate.
- Organizing Induction and orientation programme with all HODs and employees.
- Induction and Joining formalities for all the new hires and joiners.
- Preparation and implementation of performance Appraisals. Different Procedure related to Confirmation, Extension, and Promotion & Increment etc.
- Maintaining Staff Database and MIS report.
- Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
- Conducted Exit Interviews, analyzed and reported recommendations with the data.
- Implementing, maintaining competencies & Performance records.
- Grievance handling various staff issues/queries related to various HR Policies, confirmation.
- Responsible for submission of Monthly & Annual returns. (PF/ESIC/Factory Return etc.)
- Taking HR initiatives like (Birthday celebrations, Development of In-house HR magazine, Get together etc.)
- Maintain documentation related to labour contractors. Verification of contractor's bills.

WORKED WITH SP KISAN PRODUCER COMPANY LTD AS SENIOR HR AND ADMIN

(May-2014 to March 2016)

- Responsible for end to end recruitment process.
- Orientation & Induction for new employees
- Conducted Exit Interviews, analyzed and reported recommendations with the data
- Grievance handling various staff issues/queries related to various HR Policies, confirmation.
- Maintain all HR files and employee information in various forms like employee database, employee CV's, review history, preparing all HR letters and certificates. etc.
- Preparing the employee MIS for appraisal purpose & maintaining the revised designation and salary details for payroll purpose.
- Taking HR initiatives like (Birthday celebrations, Development of In-house HR magazine, Get together etc.)
- Maintain the relations with local authorities and government authorities.
- Handling the administration department like Organizing meetings, conferences, making travel arrangements and hotel reservations for guests.

WORKED WITH SAI PRASAD FOODS LTD AS ADMIN MANAGER

(May- 2007 to April- 2014)

- As Manager 6.11 years' experience in administration.
- Developing and negotiating with vendors, managing contracts for obtaining timely procurement of materials at favorable terms.
- Develop and maintain high level of plant housekeeping, safety & environmental awareness of subordinates.
- Managing any SLA's (Service Level Agreements) that may be in place and managing any Master Agreements between the suppliers and the company.
- Preparing monthly MIS report and submitting to Senior.
- Managing AMCs pertaining to upkeep of office equipment's, ensuring compliance with the Service Level Agreements by the vendors.
- Use the single window system for increasing the efficiency and saving the time and cost.
- Responsible for the processing of all proper works related Purchasing, sanctioning, and approvals.
- Organizing meetings, conferences, making travel arrangements and hotel reservations for guests.
- Managing repair, maintenance and replacement of office equipment's, appliances, furniture, furnishings, vehicles, building, etc.
- Maintain the relations with local authorities and government authorities.

ACADEMICS

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| ➤ Pursuing L.L.B. | Y. C. Law College | Pune University | 2016 |
| ➤ M.M.M. | N. G. Naralkar Institute | Pune University | 2003 |
| ➤ B.COM | S. S. C. College | Pune University | 2001 |
| ➤ H.S.C. | S. S. C. College | Maharashtra State Board | 1998 |
| ➤ S.S.C. | New English School | Maharashtra State Board | 1996 |

PERSONAL DETAILS

Name : Sachin Vaman Thorve
Date of Birth : 28th March 1979
Gender : Male
Language : English, Hindi & Marathi,
Permanent Address : Shree Dutta Paradise. Flat No.: 05,
3rd Floor, Pimple Gurav, Pune – 411061

Date :

Place :

(Sachin Vaman Thorve)