# ***RESUME***

# **Sandip S Patil**

Yastej, Sr. No 26/3/3/1

Behind Ram Mandir

Ambegaon (BK)

Pune - 411 026.

Cell No#: +91-99226 40678

email: [sandip8567@gmail.com](mailto:sandip8567@gmail.com) / sandip8567@yahoo.com

Date of Birth: 17.07.1979

Having 13+ years of working experience HR, IR function such as Manpower planning, Employee relations, Industrial Relations, Legal and statutory compliances, Organizational Development, Employee Motivation with excellent relationship management, proactive, innovative, communication and interpersonal skill & team management skills. Implementation of all HR and administration functions.

**Core Competencies:**

* Compensation & Benefits
* HR Budgeting
* Manpower planning
* Performance Management System
* Industrial Relation
* Legal Compliances
* Facility Management

**Professional Experience :-**

Organization : **Glotech Mold India Pvt Ltd**. Ranjangaon MIDC, Pune

Designation : **Asst. Manager - HR & Administration.**

Duration : 05th August 2013 to till date.

**1.Recruitment and Selection**

**2. Training & Development**

**3. Performance Management System**

**4. Employee Event Management**

**5. Salary and Wage Administration**

**6. Industrial Relation / Employee Relation :**

**7. Legal Compliances**

**8. General facility Management**

**9. QMS system**

**10. Employee Motivation**

Notable Achievements:  1. Successfully accomplished wage agreement with union.

2. 100% legal compliances with all labour, factory, fire, MIDC legislation authorities

3. Coordinated ISO Internal and external audit with major contribution in getting certification for company.

Name of Organization : **Duro Shox Pvt. Ltd**. Sanaswadi, Pune

Designation : **Sr .Officer - HR & Administration.**

Duration : 11th December 2006 to 06th April 2013.

Notable Achievements:

1. Successfully complied all registration for new start up – Duro Tec, Sanaswadi

2. Amicable handled two wage settlements with union.

3. Enhance disciplinary actions against serious misconducts. (Domestic Enquiry-Court Matters)

Name of the organization : **Ganage Pressing (P) LTD**

Address : F II-49/50 M.I.D.C. Pimpri Pune-411018

Designation : Asst. Personnel Officer

Duration : 09th January 2006 to 10th December 2006.

Name of the organization : **Bhor Industries Limited**

Address : Bhor Tal. Bhor. Dist. Pune.

Designation : Trainee Personnel Officer.

Duration : 1stJuly 2004 to 07 th January 2006.

**EDUCATIONAL QUALIFICATION:**

Name of Course: **MSW (PM, IR & LW) & Doing LLB.**

Institute : YCISS Satara, in First Division (63.58%).

University : Shivaji University of Kolhapur in 2002-2004.

Name of Course: **Master of Arts (M.A)**

Institute : Shivaji College, Satara, Second Division (52. %).

University : Shivaji University of Kolhapur in 2000-2002.

**COMPUTER AWARENESS** : Microsoft Office.

**LANGUAGES KNOWN (Read, Write, Speak) :** English, Hindi, and Marathi

**EXTRA CURRICULAR ACTIVITIES :**

* Interested in reading and watching Movies.
* Playing Cricket

**Sandip S Patil.**

**Date : / /2017 Place : Pune,**