

Suraj Warule

D1003 The Address Society
Moshi, Pune-Nashik Road
+91 [7420850953](tel:7420850953)
surajwarule12@gmail.com

EXPERIENCE

Accord Hospitals- Pune – HR Executive

FEB 2024 – Present

In my role as an HR Executive at Accord Hospitals, I take care of the full spectrum of HR activities including recruitment, onboarding, employee relations, payroll, and benefits. I’ve also been closely involved in training programs and building a healthy workplace culture. One of my key contributions has been handling NABH 5th Edition standards and documentation, which helped the hospital maintain its accreditation and quality benchmarks. Alongside HR functions, I also look after facility management to ensure smooth operations. My focus is always on improving processes, keeping employees engaged, and supporting the organization’s overall growth.

CHEGG.COM, Subject Expert - Freelancing

JUL 2021 – OCT 2023

MPPL – Pune – HR Executive

FEB 2022 – AUG 2022

As an HR Executive in a pressing company, I was responsible for managing recruitment, onboarding, and employee relations while ensuring adherence to labour laws and company policies. I handled payroll processing, benefits administration, and maintained accurate employee records. A key part of my role was to facilitate smooth communication between staff and management, helping to resolve issues quickly and foster a positive workplace culture. I also supported training initiatives, assisted in policy implementation, and contributed to improving HR processes to align with organizational goals.

EDUCATION

B Sc Statistics – 68% - New Art’s Commerce and Science College, Ahmednagar -

June 2017 - Aug 2020

HSC - 62% - Annasaheb Waghire College, Otur

July 2015 – April 2017

SSC – 91.40% - Chaitanya Vidyalaya, Otur

March 2014 – March 2015

Extra Education

Machine Learning – Symbiosis Skill and Professional University, Pune

Feb 2023 – June 2023

CAREER OBJECTIVE

HR Executive with a B.Sc. in Statistics and experience in recruitment, NABH compliance, payroll, and employee relations, dedicated to building engaged teams and driving organizational success.

SKILLS

- NABH 5th Edition Documentation & Compliance
- HR Policies & Labor Law Compliance
- Payroll & Attendance Management
- HRIS/ HRMS (Human Resource Information/Management Systems)
- Employee Database Management Systems
- Recruitment & Talent Acquisition
- Compliance & Record Management
- Process Improvement & Organizational Support
- Facility & Administrative Management
- MS Excel (Advanced), Power BI

PERSONAL COMPETENCIES

- Problem Solving
- Adaptability
- Team Player
- Creativity