

**SUSHIL PRABHAKAR KADAM.**

**Contact: 9773581189/8779968021**

[skadam1991.sk@gmail.com](mailto:skadam1991.sk@gmail.com)

### **Career Objective**

Looking forward to an opportunity in **HR Operations** in a dynamic organization where I could excel in my profession and I'm known by the virtue of my work and achievement in life, both Professional and Personal.

### **Educational Qualification**

- Completed Graduation from Maharashi Dayanand College.
- Pursuing **MBA in HR** from Welingkar Institute of Management.

### **Professional Experience**

**Working as an "HR Officer" at "HDFC Bank Ltd"**

Duration: From 28<sup>th</sup> June 2021 till date.

### **Roles & Responsibilities**

- Processing of offer letters.
- Verifying all documents before offer processing.
- Maintaining Report of AD-ID and mail ID creations.
- Employee code creation.
- Follow up with employees for joining documents.
- Updating salary account number for new joiners.
- Maintaining data of new joiners in excel sheet.
- Processing of ID cards.
- Making of HR related Reports.
- Resolving all queries of the employees related to HR on Email.

**Worked as an "Executive - HR Operations" at "Axis Bank Pvt Ltd"**

Duration: From 09<sup>th</sup> October 2017 till 1<sup>st</sup> April 2019.

### **Roles & Responsibilities**

- Handled onboarding formalities and documentation for new joiners.
- Opening of salary account for new joiners.
- Maintaining data of new joiners in excel sheet.

- Making of offer letters, transfer letters, resignation letters and confirmation letters.
- Handled Confirmation process, Transfer process, Reimbursement of local conveyance and mobile reimbursement.
- Handled resignation process.
- Handled administration related work of ID cards and visiting cards.
- Resolving queries related to loss of pay.
- Resolving all queries of the employees related to HR on Email.

### **Worked as an “HR and Admin Executive” at “KAAHLIAN TECHNOLOGY PVT. LTD”**

Duration: From 2nd June 2016 till 6<sup>th</sup> October 2017.

#### **Roles & Responsibilities**

- Preparing job descriptions as per the requirement of resource in an organization.
- Employee recruitment and selection process by posting jobs, searching resumes online, conducting aptitude test, telephonic and personal interviews.
- Creating and distributing HR related Letters (offer letter, appointment letter, experience letter, salary slip, and salary certificate).
- Making Inductions & Orientation to a new joined employee.
- Maintaining and Handling attendance, salary, and over time records of the employee along with all official records like Complaint tracker, resource data etc.
- Maintenance & updating of records including personal records of employees.
- Maintaining reports for all the activities & MIS, updating tracking sheet for all activities.
- Handling all the queries of the employees. Be it related to Salary, Leaves, and Attendance etc.
- Arranging various events in Office on specific occasion (birthdays, farewell, festival, annual day etc.)

### **Worked as an “Operations officer” at “VFS Global Pvt Ltd”.**

Duration: From 26<sup>th</sup> November 2015 till 25<sup>th</sup> may 2016.

#### **Roles & Responsibilities**

- Document scrutiny & collection for visa processing.
- Handling customer/applicant queries personally.
- Ensuring all administration & logistics of passport delivery to Logistics Company etc.
- Maintain & record all application data.

**Strength**

- Ability to work & perform in highly demanding work environment.
- Leading personality.
- Straightforward attitude.
- Have the ability to accomplish the task before time.
- Quick learner and positive attitude.

**Personal Details:**

**Date of Birth** : 15th sept. 1991.

**Sex** : Male.

**Current Location** : Byculla, Mumbai.

**Marital Status** : Single.

**Languages known** : English, Marathi and Hindi.

**Hobbies** : Playing Cricket & Listening Songs.

**Address** : 506/5<sup>th</sup> floor, Gokul Building 'B' Wing, N.M. Joshi Marg, Bakri  
Adda, Byculla West, Mumbai- 400011.

I hereby declare that above mentioned information is true to my knowledge.

**Date:**

**SUSHIL PRABHAKAR KADAM.**