

Rohit Chandrakant Wagdare

Mail ID: hrrohit99rediffmail.com

Mobile No: +918975045489/7219051712.

Objective

I look forward to work with a company where I will be able to give my best and learn new HR skills through which I may benefit the company in return.

Work Experience

➤ Sr. HR Executive.

ElasticRun, Pune.

30th-Dec-2019 to till date.

- ◆ To handle all **Letter management**, which is included all letters related to employee.
- ◆ To handled HR **Documentation** and **Onboarding for new joiners**.
- ◆ To Prepare and provide **employee master database** whenever Stakeholders required (e.g External Parties, Higher management)
- ◆ To **Preparation and Updating of SOP** for work while changes made in process & work.
- ◆ To handle **recovery management**.
- ◆ To Processing data Onetime payment input for **Payroll** every month.
- ◆ To handle **Exits Process**.
- ◆ To **Conduct Interview** for Team hiring.
- ◆ To conduct team, review every week.
- ◆ Acted as a key helping hand for process of **employee allocation process**. to solve reporting managers issue and feel conformable to speaking up about their issue.
- ◆ To take care of all **Projects** to be completed before timeline.
- ◆ To **Prepare Holiday list** for every respective Year.

➤ HR Assistant

MGM's Jawaharlal Nehru Engineering College, Aurangabad.

12th-Nov-2018 to 17th Dec-2019.

- ◆ To handled **Leave Management** and processing data for **payroll**, which includes ensuring vacation and sick time tracked in the system, answering payroll questions, facilitating resolutions to any payroll errors.
- ◆ **Joining formalities** of new employees, leaves, scheduling of interview, preparing new employee files, serving as a point person for all new employee questions.
- ◆ **Record maintenance** of HR files and databases related to grievances, performance reviews, and disciplinary actions.
- ◆ Acted as a key helping hand to the HR- Manager for the procedures like **Performance review, new recruitment** process, to promote a positive and open work environment where employees feel comfortable speaking up about issues.

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Educational Qualification

- ◆ **MBA (Human Resource)**
MGM's Institute of Management, Aurangabad. 2017- 2019
- ◆ **Bachelor of Science (Computer Science)**
MGM Dr. G.Y. Pathrikar College of CS and IT Aurangabad. 2014- 2017

Personal/IT Skill

- ◆ Confident.
- ◆ Problem Solving.
- ◆ Multiple tasking.
- ◆ Team Player.
- ◆ Hard worker with Smart worker.
- ◆ MS Office (Expert)

Certifications

- ◆ Certified for **Course of Laboure law**.
- ◆ Certified by NSS (**National Social Service**).
- ◆ Successfully completed online certification on "**Prevention of Sexual Harassment**" [My academy].
- ◆ Successfully completed online certification on "**Information Security management System ISO 27001:2013(ISMS) Awareness Training**" [My academy]

Personal Details

Date of Birth : 27th October 1996
Gender : Male
Marital status : Single.
Language known : English, Marathi, Hind
Address : Aurangabad

Declaration

I consider myself to be a highly self-motivated. Confident and adaptive person who believes that commitment should be fulfilled under all circumstances. Given an opportunity, I am confident that I will prove to be an invaluable asset to any organization that chooses to place confidence in me.



Signature
Rohit Wagdare