**Ashwini Sandesh Gudekar**

ashwinigandhi10@gmail.com

Cell No- 8452948878

Executive Hr & Administration

**Objective**

Seeking a responsible position in the field of information technology where I can contribute my knowledge and efforts for the growth of the organization

**Professional Experience**

Company Name : **Kairav Chemofarbe Industries Limited**

|  |  |  |
| --- | --- | --- |
| Designation | : **Executive Administrator** |  |
| Duration | : **Sep 2015 to Present** (2 year(s) - 3 month(s)) |
| **1.**Liasoning with factory inspector | **17.**Labour returns, Labour Contracts & |
| **2.**labour commisioner | RC renewal |
| **3.**Pf inspector |  | **18.**Maintenance of Records |
| **4.**ESIC inspectorLiasoning with factory inspector | **19.**Filling of the documents timel |
| **5.**labour commisioner | **20.**Salary processing for casu-als |
| **6.**ESIC inspector Liasoning with factory inspec-tor | **21.**Disciplinary issues |
| **7.**generating requirement to Consultants | **22.**Arranging training |
| **8.**Interview & Selection | **23.**Increment Letters role out |
| **9.**Offer Role out, induction | **24.**Email Ciculars |
| **10.**MIS preparation | **25.**Maintaining good relation with labours |
| **11.**Training need analysis, Grading, | **26.**Annual Programs, |
| **12.**Perfor-mances Review, KRA Formation | **27.**Grievances Redressal |
| **13.**Record keeping of stationery | **28.**Main-taining good relation with labours |
| **14.**housekeeping | **29.**Annual Programs |
| **15.**Transport |  | **30.**Grievances Redressal |
| **16.**Mainte-nance of office equipments | **31.**Maintaining good relation with labours |
|  | Maintenance of office equipments | **32.**Annual Programs |
|  |  |  | **33.**Grievances Redressal |
|  |  |
| Company Name : **Sa-Ford (Sharon Bio-Medicine Limited)** |
| Designation | : **Executive Hr & Administration** |  |
| Duration | : **Jun2012 to Sep 2015** (3 year(s) - 3 month(s) |

**1.**Handling all activity related to Administration/Purchase / Bills / Payments

1. Handling All HR Related Activitie
2. Maintain Time Office & Staff Leave Record 4 **4.**Confidential Records
3. Super-vision Of House- Keeping Activity & Staff
4. Responsible For Travel arrangement /bookings for staff tours / visits.
5. Indent / procurement /documentation etc.related to stationary /Consumable
6. Organizing meeting of IAEC / IBSC, Co-ordinating with external members of above committees. 10.Responsible for all activities related to Test Item Storage

**11.**Responsible for all activities related toArchive

12.Factory Registration License

**13.**Small Scale Industries License

**14.**Common Effluent Treatment Plant(Municipal) Panchayat Tax

**15.**Biomedical Waste Authorization (Municipal)

**16.**Pollution Control Board License

**17**.Ramky (Biowaste disposal) Contrac

**18.**House Keeping Contract

**19.**Security Contract

**20.**Maharashtra Electricity Distribu-tion Company (Electricity)

**21.**Telephone (MTNL)

**22.**Electricity / Water / Telephone Bills

**23.**MIDC Drainage Connection Contract

**24.**Contract for Pest control of premises

**25.**Safety Training for employees

**26.**Medical Examination of staff (routine -yearly & new joiners )

Company Name : **ORIENT PRESS LTD asORIENT PRESS LTD**

Designation :

Duration :

**Hr admin Assistant**

**Oct 2009 to Jun 2012 (2 year(s) - 8 month(s))**

1.Monitoring stationary requirement.

1. Travel Requirements - Ticketing - Hotel - For-eign Exchange - Car Bookings
2. Preparing Invitation letters as directed
3. Maintain Confidential Records & Files.
4. Maintain Records Of Decision & Notices Issued By Orga-nization
5. Handling Office Stationary Dept.
6. Answers Phone Calls on Direct Line & Respond to Queries
7. Set Up & Co-Ordinate Meeting & Conferences.
8. Assist in Spe-cial Events Such As Fundraising Activities & the Annual Meeting
9. Other Duties as Assigned by the Executive Director.
10. Maintain Leave Records Of Staff.
11. Reporting to the Managing Directors, Mail checking, Mail drafting, Coordinating with offi-cial visi-tors to MD, Call taking, Coordination with employees and management..
12. Type Cor-respondence Letters, Reports & Other Documents.

Company Name : **M/S PRINT HOUSE (I) PVT LTD**

Designation :

Duration :

**Admin Assistant**

**Nov 2006 to Oct 2009** (2 year(s) - 11 month(s))

1.Type Correspondence Letters, Reports & Other Documents.

2.Maintain Confidential Records & Files.

3.Check the mail & give Appropriate Response.

4.Maintain Records Of Decision & Notices Issued By Organizatio

5.Handling Office Stationary Dept.

6.Answers Phone Calls on Direct Line & Respond to Queries

7.Set Up & Co-Ordinate Meeting & Conferences.

8.ake Travel Arrangement For staff, Boards & Volunteers At Domestic Level.

9.Assist in Special Events Such As Fundraising Activities & the Annual Meetin

10.Other Duties as Assigned by the Executive Director.

11.Maintain Leave Records Of Staff.

**Technical Skills**

Diploma In Computer Application

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| --- | --- | --- | --- | --- |
| Payrooll |  | SOP |  | Typing 30wpm English |
|  |  |  |  |  |
| Ms-Access |  | Internet Surfing |  | MS-Office 2007 |
|  |  |  |  |  |

**Qualification**

|  |  |  |  |
| --- | --- | --- | --- |
| c | YEAR | BOARD/UNIVERSITY | CLASS |
| T.Y.B.A | 2008-09 | Mumbai | II nd |
| H.S.C | 2003-04 | Mumbai | II nd |
| S.S.C | 2001-02 | Mumbai | II nd |

**Other Qualification**

Completed Diploma In Human Resources. Management From Wellingkar Institute

**Personal Details**



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| --- | --- | --- |
| Ashwini S. Gudekar | +91-8452 948878 | @ ashwinigandhi10@gmail.com |
| Birthday | F-G01, Channel Corner, Plot-06, Sect-16, Opp Karadi Samaj |
| 10th Nov 1986 | Hall, Kamothe, Navi Mumbai. 410209 |



**Personal Skills**

1. Excellent organizational, planning and coordination skills 2) Highly motivated working professional.

**Declaration**

I hereby declare that the information stated above is true to the best of my knowledge.

Place: Navi Mumbai

Date: [Ashwini Ramesh Gudekar]