

Rahul Dnyaneshwar Tupe

Permanent Address:

H-102, Shantiniketan chs,
sector-8, plot-8a,
Kharghar, Navi-
Mumbai-410210.

Mobile: +917738953344

E-Mail:

rahultupe35@gmail.com

Personal Data:

Date of Birth:

25th March 1991

Gender: Male

Nationality: Indian

Marital Status :

Unmarried

Languages Known:

English, Hindi, Marathi

Interests:

Travelling, Driving,
Music, camping.

CAREER OBJECTIVE

To work in an organization that provides me with an opportunity to grow and learn, and help me to achieve my personal as well as organizational goals.

QUALIFICATIONS

ACADEMICS	BOARD/ UNIVERSITY	YEAR	PERCENTAGE
MBA (HR)	Mumbai University	2015- 2017	62.00%
BMS	Mumbai University	2013	55.00%
HSC	Maharashtra Board	2009	50.33%
SSC	Maharashtra Board	2007	57.00%

WORK EXPERIENCE

Company: Japanese based MNC- Tatsuno India Pvt Ltd (Oil & Gas Industry)

Designation: HR Officer

Period of work: October 2017 till now.

Key Roles/ Responsibility:

- Empaneling with new vendors for handling recruitment task.
- Co ordinating on vendors agreement with Manager and legal team.
- Co ordinating with colleges for having off campus interviews.
- Hiring of engineers from as per requisition made on portal.
- Screening of candidate's CV's on technical and required aspects.
- Shortlisting and Conducting Telephonic Preliminary round.
- Co ordinating with HOD's for interviews.
- Checking background verification after selection through references given by candidates.
- Onboarding of employees after confirmation on selection.
- Proper examine and verifying on new joinee documents.
- Preparing department wise Induction scheduled.

- Ensuring with HOD's for completing on departmental Induction for new joined employees.
- Conducting HR Induction.
- Preparing Yearly Training Calendar.
- Co ordinating with HOD for fixing training date and initiating it in timely manner.
- Conducting Internal and External Training in timely manner.
- Checking Monthly Bio metric attendance reports of Head Office staff.
- Working on Attendance Inputs and sharing attendance reports within time.
- Maintaining monthly MIS Report in Excel sheet.

INTERSHIP & PROJECTS

Company: **Toyo Engineering India Pvt Ltd**

Period of work: 2 months

Internship Project: Black Book - Attrition Analysis of "Toyo Employees"

Key Roles / Responsibility:

- To Find out department wise Attrition.
- Was to observe and analyse the Data given by company.
- Was to Coordinate with HR Manager and Employee of Toyo.
- Referring through exit interview forms/checking on telecon of resigned employee for attrition.

Company: **State Bank of India**

Period of work: 2 months

Project: Career Planning and Development

Key Roles/ Responsibility:

- To Study Career planning & Development of SBI staff.
- To Communicate and take appropriate feedback.
- To Evaluate Data Information.

SEMINARS & WORKSHOPS ATTENDED

Successfully completed 160hours of certification program in Workplace Skills in Banking and Financial Services on 07th of July 2013.

Participated in inter-college seminar "PRISM".

ACHIEVEMENTS

Was part of college annual event "Lakshya" in the Marketing committee and voluntary committee.

Coordinator of Annual College "Lakshya Event"

