## CURRICULUMVITAE

**DIPTI MAHENDRA PATIL**

**(MBA HRM)**

**Present Address** – Vispute building, Sector 15, New Panvel

**Permanent Address**  : Sachin Bombay Traders Laxmibai Naikwadi Nagar, Ashta, Dist—Sangli

**Email ID**:[deepmane2007@rediffmail.com](mailto:deepmane2007@rediffmail.com)

**Cell No** : 8268811847

**Objective :** I would like to utilize my attitude, professional approach in the field and shine as a

Star in career galaxy .I would like to apply my qualities such as openness,respect,

Empathy listening etc. to achieve new heights in this career, which would benefit

My organization as well.

**Education:** Master of Business Administration June 2005

RIT College Islampur, Dist-Sangli

Sub: HRM

Percentage - 69

Bachlor of Science June 2002

Kanya College of Science Islampur

Sub: Physics

Percentege - 73

**Job Experience:**

* + - * As CCA in Reliance communication Panvel 9-12-2009 to 8-12-2011
      * As a HR recruiter in Call 10 HR Solutions Vashi from 1-2-2012 to 30-9-2012
      * **As a HR & Admin executive in Srikem Laboratories Pvt. Ltd. MIDC Taloja Navi Mumbai From 4.5.2015 till date**

**Profile in Srikem Laboratories Pvt. Ltd.**

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| Recruitment of staff & contract workmen. |
| Joining formalities, (e.g. Induction training, Man Movement SOP training, Data Integrity Pledge)  Providing uniforms, aprons safety shoes to employees and maintaining records.) |
| Organize and maintain personnel record. |
| Prepare HR documents, like employment contracts, Appointment letters, confirmation letters, transfer letters, warning letters etc. |
| Revise company policies, rules & regulations from time to time. |
| Liaise with external parties, Transporter, pest control. Labor contractors. |
| Solve employee’s queries. |
| Assist accounts department by providing relevant employees information (e.g. leaves of absence, sick days and work schedules) for salary calculation. Salary account opening related activity. |
| Maintain attendance software data. |
| Job evaluation related activities. |
| Employee relieving formalities e.g. exit interview, handover form |
| Providing & Maintaining facilities to employees. E.g. lunch facility, bus facility keeping their records |
| Preparing P & A related SOPs and maintaining records. |
| Provident Fund and ESIC related activities. |
| Arrange medical examination and maintain records. |
| Preparing & maintaining employees leave records. |
| Monitoring all security and gate activities |
| Bill checking and payment follow-up labour contractors, caterers, transport (employees), Pest control, Security agency bills, hotel bills if any guest is there. |
| Training & supervision of Security and Housekeeping staff. |
| CCTV Camera Monitoring. |

**Computer Skills:** M S CIT (Word, Excel, Power Point & Internet)

**Project Undertake:** A study of Labour Well fair facilities in Warana Dudh Sangha, Warana nagar

**Duration : 2 months**

**Personal Details**

**Name :** Dipti Mahendra Patil

**Address :** Sachin Bombay Traders ,Laxmibai Naikwadi Nagar, Ashta, Dist--Sangli

**Phone no:** 8268811847

**Languages Known**:English, Hindi, and Marathi

**Extra-Curricular activities**

Active participation part of organizing committee for Rims Auto & Agro Fair 2004

Conducted by RIMS

Rims heading the team of student in several group exercise mini projects in the college activities

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**Dipti M. Patil**