

RESUME

Name : *Laxmikant Ramesh Bankar*

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Date of Birth : *14/06/1995.*

Nationality : *Indian*

Martial Status : *Unmarried*

Languages Known : *Marathi, English & Hindi*

CARRIER OBJECTIVE:

Looking for a challenging career in Administration with an organization that will provide me an opportunity to apply my skill for the advancement of the organization and also continual growth.

ACADEMIC QUALIFICATION:

<i>Sr.No.</i>	<i>Name of Exam</i>	<i>Board / University</i>	<i>Year of Passing</i>	<i>Percentage of Marks</i>
<i>1</i>	<i>S.S.C</i>	<i>Maharashtra State Board</i>	<i>2010</i>	<i>54.40 %</i>
<i>2</i>	<i>H.S.C</i>	<i>Maharashtra State Board</i>	<i>2014</i>	<i>71.00 %</i>
<i>3</i>	<i>B.Sc.</i>	<i>Dr. BAMU, Aurangabad</i>	<i>2017</i>	<i>68.00 %</i>

4	MSW	Dr. BAMU, Aurangabad	2019	65.06 %
5	MPM	Dr. BAMU, Aurangabad	2022-23	64.07%

COMPUTER EXPOSURE:

- MS-CIT
- MS Office
- Basic Computer Knowledge
- Excel
- Power Point

OTHER CERTIFICATION:

- Tally ERP9
- Marathi Typing 30 WPM
- English Typing 40 WPM

STRENGTH:

- A good team player, Positive approach & ability to accept challenge of new tasks.
- Extensive experience in managing the general HR activities
- Ensuring quality & on time compliance of HR requirements
- Comply with employee's welfare statutes/regulations
- Skilled in handling multiple tasks and projects simultaneously in challenging environments.

EXPERIENCE:

- **COSMO FILMS LIMITED** as HR Assistant from 15th June 2020 to 28th February 2022.
- Currently working with **COSMO FOUNDATION** as Program Ordinator From 1st March 2022 to till date.

SUMMARY OF JOB RESPONSIBILITIES:

- General H.R.Work activities
- Official Correspondence
- Employee Welfare Management
- Housekeeping Management
- Employee Attendance
- Recruitment Training
- SAP related work (PR, PO, GRN, etc.)
- Employees Medi-claim

Worked with other organizations:

- Varroc Engg. Pvt. Ltd., Plant 5 Waluj, Aurangabad (6 Months)
- Videocon D2H, Bhalgaon, Aurangabad (6 Months)
- Snehalaya (NGO), Ahmednagar - 1 Year Experience as Co-Ordinator
 - A) Administrative Work: CRM, Daily Reporting
 - B) Field Work - Home visit, School visit, Social Service, Health Medical, Legal Report.
 - C) Educational work
 - D) Counseling work
 - E) Events / Program activities

FIELD WORK:

- Aurangabad Public School - 2 Months
- Disha Vikas Kendra (Rural Development work) - 3 Months
- Family Court - Counseling, Observation for 1 Year
- Baseline Survey in Unnat, Bharat Abhiyan.
- Samta Foundation - Eye Motibindu and Family Planning Operation program for 1 month.

Declaration:

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

(Laxmikant Ramesh Bankar)