

# SUNNY MANDHARE

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## OBJECTIVE

My goal is to become associated with company where I can utilize my skills and gain further experience while enhancing the company productivity and reputation.

## SKILLS AND STRENGTHS

- Microsoft office (Excel)
- Time management
- Good team player
- Attention to Detail
- Communication skill
- Organization skill

## EDUCATION

2019 – 21	<b>MBA (Hr., OSCM)   S.K.N. Sinhgad School of Business Management. (Pune)</b> CGPA – 7.82
2016 – 18	<b>BCA   Yashwantrao Chavan Maharashtra Open University</b> Percentage – 60%
2015	<b>HSC</b> Percentage – 53%
2013	<b>SSC</b> Percentage – 60%

## EXPERIENCE

2023-2024	<b>SAHYADRI FOOD PRODUCTS   FRUJOY   WAI</b> <i>Jr. Hr. Assistant.</i> Responsibilities included: <b>Employee Data Management &amp; Reporting:</b>
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- Managed and maintained accurate employee data, ensuring compliance with regulatory requirements. Prepared and presented regular reports on employee metrics.

**Employee Records & Files:**

- Maintained confidential and up-to-date employee records, ensuring adherence to data protection policies. Organized and coordinated employee file management, ensuring easy access and retrieval. Ensured accurate and secure storage of employee documents.

**Reporting:**

- Prepared and analyzed reports on employee trends, and demographics.
- Developed and presented sale reports to senior management
- Spearheaded employee data management, record-keeping, and reporting, maintained accurate records, and generated insightful reports. Coordinated HR data management, file maintenance.

## CERTIFICATES

**TCSION**

Interview Skills

E-mail Etiquette

Resume Writing

## INTERESTS AND HOBBIES

- Hiking

- Reading

- Internet Surfing

## EXTRA CURRICULAR ACTIVITIES

- [I.S.D OF ROTARACT CLUB, WAI]-

Social work project of cleanliness at Wai.

- STUDENT COUNCIL, Sinhgad School of Business Management