

Curriculum vitae

Govind Shivajirao Gaikwad

At, RX. 6/19 Ayodhya Nagar, Bajajnagar

MIDC, Waluj Chh. Sambhaji Nagar. (Aurangabad)

Contact: 8668393882

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Career Summary

Administrative support offering versatile office management skills, and proficiency in Microsoft Office programs & SAP HR Modules. Strong planner and problem solver who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising quality.

Personal Qualities

Problem Solver

Experience in HR Activities,

Time management,

Ownership taker.

Employer

Quess Corp Ltd as a HR Executive from 25.04.2022 till this date.

Yeshshree Press Comp Pvt.Ltd. as a HR & Admin Officer from 21.10.2020 to 23.04.2022.

Key Responsibilities Handled

- SAP handling (SAP HR Module)
- Talent Acquisition (sourcing, Screening), Schedule interviews, Onboarding.
- End-to-end Recruitment Life Cycle, Manpower Planning,
- Exit Interview, Employment verification
- Payroll Management, Making Monthly Wages Sheets.
- Processing the Monthly Bill of Contractor,
- Preparation of attendance data for salary & Leave Management.
- Admin Related Work. (Repairer, Maintenance etc.)
- Daily Plant Administration activities.
- Apprentice Bulk Hiring, Contract Creation on portal (NATS & NAPS)
- Employee engagement activities.
- Event Management, Facility Management, Travel Management,
- Employees insurance Reimbursement Management.
- Handling PF & ESIC Portal
- To making & Process increment data and appraisals.
- Preparation of offer letters & appointment letters, Maintaining personal files of employees.
- Making training calendar arrange training programs as per needs
- Housekeeping records to provide health, safety & hygiene environment
- Convener & monitoring various committees like health & safety, first aid, fire, worker committee, grievance handling & sexual harassment etc.

Education

- S.S.C. Maharashtra State Board Division 2013 58.60%
- H.S.C. Maharashtra State Board Division 2015 69.69%
- B.A. Dr. B.A.M.U. Aurangabad 2018 50.13%
- M.B.A International Centre of excellence in Engineering and Management College Dr. B.A.M.U. Aurangabad 2021 A.++

Computer Software's

- Microsoft Office
Excel,
Word,
Power Point
- SAP HR
- Payroll Software's

Personal Details

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|----------------|----|--|
| Name | :- | Govind Shivajirao Gaikwad |
| Date of Birth | :- | 07 st June 1997 |
| Gender | :- | Male |
| Marital Status | :- | Married |
| Cast Category | :- | Maratha |
| Hobbies | :- | Listening Music, Watching news, Reading newspaper & E Learning. |
| Nationality | :- | Indian |
| Language Known | :- | Marathi, Hindi & English. |

Declaration: I, Hereby Confirm That the Details Furnished Above Are True and Correct The Best of My Knowledge.

Date :-

**Place :- Chh.Sambhaji Nagar
(Aurangabad)**

**Your Faithfully
(Govind Gaikwad)**