

SACHIN S. VALVEKAR

OBJECTIVE:

It is said that, there is nothing perfect in this world, but doing all things perfectly is my main objective, and will make the best use of the given opportunity and show the world "The Best".

CORE INTEREST:

Attributes:

I am a hardworking, determined and career oriented person. I possess good communication skills.

EDUCATIONAL QUALIFICATION:

COURSE	NAME OF COLLEGE	RESULT
E MBA Specialization in HRM E-CODE NO. ISMS MB 10775	Janhimalay Education's Indian School of Management and Studies (ISO 9001-2008 Certified Institute) Reg. Govt. of India	Passed with Grade A" June 2012.

COURSE	NAME OF UNIVERSITY/BOARD	YEAR OF PASSING
Graduation (T.Y.B.Com)	Delhi University	March 2007-08
H.S.C. (Com)	Mittal College, Mumbai Board	2002-2003
S.S.C.	St. Anne's High School, Mumbai Board	1999-2000

PROFESSIONAL QUALIFICATION:

COURSE	INSTITUTE	YEAR OF PASSING
Professional Training	IICCM securing 70% on the final project	July,2004

COMPUTER PROFICIENCY:

Basic in Computer knowledge [windows, MS Office, Internet]

PROJECT PROFILE

WORK EXPERIENCE:

1.Gangwal Chemicals Pvt.Ltd. as Hr & Admin Executive. (August 2013 - Current)

Job Profile :

HR Activities -

Handling end to end recruitments for Head office and Factory.
Onboarding and Induction of new employees.
Posting jobs of different portals like Times Job, Naukri, etc.
Managing all communication with the candidates from the moment they apply until they get onboard like documentation, and regarding their joining date.
Interview candidates on various stages of the hiring process
(Phone screening calls, Video interviews, and in person meetings.)
Maintaining paperwork on applicants throughout the process and building relationships with candidates.
Maintaining MIS and recruitment tracker.
Background verification of the candidates.
Drive employee engagement activities to enhance employee wellbeing & Initiate team building.

Develop and update Job descriptions and specifications.
Managing tied up consultants.

Admin Activities:

Arranging Annual picnic, Birthday celebration, Diwali and New year celebration.
Managing housekeeping at HO.
Managing Ola corporate account.
New joiners salary account opening.
Printing Stationery Management such as letterheads, envelopes, visiting cards, ensure all details are properly printed as per branding guidelines and maintain sufficient stock at all locations.
Non printing stationery management such as Box file, pen, pencil, rubber, staplers, Printing papers, Legal papers,
AMC's AC, telephone, fire fighting, water filter, Pest control services and ensure effective servicing and maintaining records.
Mobile billing recharge and disconnecting of resigned employees SIM cards.
Monthly billing verification of all mobile connections.
Courier activity monitoring.
Renewal and record keeping of Company Licenses, Membership certificates.
Managing dispatch boys for outdoor office work based on requirements of HOD's.
Ensure cleanliness by monitoring housekeeping activities on daily basis.
Preparing daily, monthly expense vouchers and maintaining MIS.
All vendor bill checking, updating record in MIS and forward for verification.
Pantry management for employees and visitors.
Asset maintenance and tracking report.
New vendor sourcing/Quotation generation and maintaining record.

.....

2) Elegant Marine Services Pvt. Ltd. as Executive handling Admin activities. [Feb 2012 –June 2013]

Fleet Management Limited provides ship management services to ship owners worldwide. They have their headquarters in Hong Kong, one of the biggest hubs for shipping operations. The company is accredited ISO 9001, ISO 14001, OHSAS 18001 and ISM code compliance certificates from DNV. Currently Fleet Management Limited has 7000 offshore [disambiguation needed] employees and 500 onshore staff. During this tenure, Fleet Management Limited has won awards like, Best Foreign Employer of 'the Indian Seafarer Award by National Maritime Day Celebrations on 5th April 2012', Green Awareness Award 2012, Excellence Award' and 'Recruit – Most Innovative Award' by Hong Kong Management Association Awards for Fleet's SafeR+ program, "Best Performing Ship Management Company in Port State Control Inspection" by Pi Xiu Management Award 2011 and many more.

JOB PROFILE:

Arranging seminars/Liaising with the Hotel Managers for Room Bookings/Banquet bookings.
Processing the remittance of the crew on board. (Indian /Chinese/Filipino/Other nationalities).
Sending the list of eligible list of crew members to the accounts department.
Following up for the payments month wise with the Head Office.
Attending Queries of the shore staff and providing them with proper feedback. Dispatching cheques of the shore staff and making regular follow up with the courier company. Maintaining required stock of Stationary for seminars/workshops. Preparing Bulletin on Quarterly basis with help of Microsoft Publisher.

.....

**3) Ace Hr Management Pvt. Ltd. as a Sr.Hr Executive/Team handling [April 2010 – Jan 2012]
contd.....**

JOB PROFILE:

Reporting to Hr Manager and handling a team of five recruiters.

Work with hiring managers on fulfilling corporate vacancies – middle and senior level staffing.
Completing the initial due-diligence in terms of their career aspirations, relocation constraints, current and expected CTC etc.

Assessing the fitments of the candidates in terms of the requirement taking into consideration the size of the company and the designation proposed.

Interacting with the candidate and briefing the candidate about the client organization, the position under discussion and job responsibilities.

Interacting with the client to schedule the interview of the short listed candidates and do a thorough follow-up in terms of their meeting with the client and future course of action.

Preliminary rounds of interviews as per client's request.

Maintaining and updating the resume database. (Daily, Weekly, Monthly MIS reports)

Making Search on different portals like Monster.com, Nakuri.com, & Jobsahead.com, Times Job for Junior and Middle management Profile.

Maintaining client rapport and handling client independently

Development of business through repeated offers

4) Imert International as a HR. Executive. [June 2008 –March2010]

JOB PROFILE:

Handling the entire recruitment cycle and sourcing candidates of suitable caliber from internet job boards as per the requirement. (Eg. Monster/Times job)

Executive and middle level recruitment & sourcing (Job Portals and Networking)

Sourcing candidates for various positions across all levels.

Conducting Preliminary telephonic interviews with candidates to Ascertain their competencies, skills and aspirations (based on work, position, salary and relocation etc).

Screening CVs to qualify ideal profiles on set parameters. Using own discretion to qualify deserving profiles thus justifying the breach of given parameters, successfully placed candidates in different industry domains.

Scheduling technical/final interviews with technical persons and follow up on the feedbacks.

Negotiating with both company and candidate on position, job responsibility and compensation package.

ACHIEVEMENTS:

Cricket -2001: Quarter Finals (College Level)

Cricket-1997: Semi – Finals (School Level)

Awarded the best presentation on the topic "A Life after Death" at IICCM.

Awarded for managing seminar individually at Elegant Marine Services Pvt. Ltd, June 2012.

INTERESTS:

Playing Cricket, Listening to Music & Reading Books

PERSONAL DETAILS:

Address	:	House 126/1,Jayshree Bhuvan,Mithchowki, Behind Marve link,Malad West. Mumbai -400064.
Mobile No.	:	9821841471
Email Id	:	sachin-valvekar@hotmail.com
Marital Status	:	Married
Date of Birth	:	25 th August 1983
Nationality	:	Indian
Languages Known	:	English, Hindi, Marathi, and Konkani
References	:	Will be provided on request.

DECLARATION:

I say that whatever stated above is true to the best of my knowledge and nothing stated above has been mis – represented

(Sachin S. Valvekar)

