

## Curriculum Vitae

**SONALI BHARAT HASE**

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**Currentt Address:** Flat no. 507, B Wing , Blithe Icon, Kalubai Nagar, Wagholi Pune  
State: Maharashtra, 412207

**Contact No.:** /7387945154

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

### **CAREER OBJECTIVE:**

To make the most of whatever I have acquired during my academics for the betterment of the organization and to have a better place in the global world.

### **EDUCATIONAL QUALIFICATION:**

CLASS	YEAR	SCHOOL/COLLEGE	BOARD/UNIVERSIT Y	Percentage %
MBA (HR)	2009-2011	Matoshri College of Management and Research Centre, Eklahare, Nashik.	PUNE	56.89
B.Sc. (Agri.)	2004-2008	College of Agriculture, Dhule.	M.P.K.V., RAHURI	71.50
H.S.C.	2004	Sahyadri Junior College, Sangamner	PUNE	51.50
S.S.C.	2002	Nutan Madhyamik Vidyalaya Sangamner.	PUNE	77.46

### **TECHNICAL EXPERTISE:**

- MS-CIT: ms- office, Internet, operating system- windows-XP.

### **WORK EXPERIENCE**

- **Poonawalla Fincorp Ltd**

From 8th Nov 2021 to till date

Position- Operations Executive

#### **FortuneSurge Consulting LLP (Fortunesurge Services LLP) (PUNE)**

From 22nd Nov 2018 to 16th Oct 2021

Position- Sr. Executive Accounting and Operations

- **Roles & Responsibility**

1. Maintain employees File and records.
2. Daily MIS
3. Administration work Stationary and other office material.

4. To keep record of all Vendors and their monthly bills.
5. Making Invoices of Vendors and Financiers.
6. To keep follow up of Payout of Financiers.
7. To update leave entry and daily attendance of employees.
8. To make monthly payroll file in Excel sheet.
9. Maintain record of accounts like payable and receivable.
10. To support for login file in system
11. To take follow up till disbursement



**Automotive Manufacturers Pvt Ltd.**

**(Nasik) – From 23<sup>rd</sup> Oct 2013 to 4<sup>th</sup> August 2016**

**Position- Admin Executive.**

• **Roles & Responsibility**

1. Update Leave entry in payroll software.
2. Maintain Employees File and their records.
3. Provide full admin support to the team and department
4. Perform data-entry, documentation, printing and filling duties
5. Maintain a proper and user friendly filling and document control system for recording and tracking of all documents
6. Support the officers in daily admin roles and to keep stock of stationary supplies for the department
7. Put up purchase requests for all approved purchases for the necessary approvals and verify invoices for the raised purchases upon delivery of goods and services.
8. Create and maintain useful databases for the department
9. Assist the Dept head to maintain a proper attendance and tracking report for the Dept.
10. Assist on any ad-hoc tasks as required by the dept.

• **Suyaan Infrastructure Pvt Ltd (Nasik)- From 1 Feb 2012 to April**

**2013 Position- Management Trainee**

• **Roles & Responsibility**

1. Manpower, Retention & recruitment as per the dealer objective & monthly MIS need to be maintained & update monthly basis
2. Coordinating of travel expenses of service & parts employees to accounts department
3. Planning of Leave given to the employee against the reliever for assign job for parts & service
4. Maintaining the outdoor duty form of the employees (Service & Parts)

5. Monthly MIS of Manpower to product support head(Service & Parts)
6. Productivity Chart of individual employees(Service & Parts)
7. Performance review quarterly of all incharges with HOD
8. Performance review of all Engineers/ Executives/Officers with their incharges every half yearly
9. Appraisal of all employees on yearly basis joining date to joining date
10. Monthly Audit in CRM department with Service Manager.
11. Handling HR Issues of service dept.
12. Induction of new Employee recruited in service dept.
13. Daily / Weekly /Monthly Communication with all Engineers Regarding Service, Parts revenue & retail with Service Manager/ Parts Manager & Product Support Head regarding productivity
14. Organizing team Building and Motivational exercise.
15. Productivity of Service Dept.& Vehicle productivity

- **Key Result Area:-**

- Manpower, Retention & recruitment as per the dealer objective & monthly MIS need to be maintained & update monthly basis
- Coordinating of travel expenses of service & parts employees to accounts department
- Planning of Leave given to the employee against the reliever for assign job for parts & service
- Maintaining the outdoor duty form of the employees(Service & Parts)
- Monthly MIS of Manpower to product support head(Service & Parts)
- Productivity Chart of individual employees(Service & Parts)
- Performance review quarterly of all incharges with HOD
- Performance review of all Engineers/ Executives/Officers with their incharges every half yearly
- Appraisal of all employees on yearly basis joining date to joining date
- Software Knowledge (MS-CIT).
- Tour Bill of engineers & service dept. need to be checked with HOD & forwarded to the account
- Follow up till Clearance.
- Monitoring Service Vehicle productivity to maintaining log Book of Service vehicle.
- Productivity of dealership Monthly report import from DBMS.
- Need to create chart & PPT of MTTR/FTF/CSI/ CRM of both Heavy Line & BHL.
- Monitoring the Service Purchase of any Consumable & any other purchase for productivity calculation
- All Service employee issues & safety equipments & dress code requirement of employees Comparison Chart & PPT of Previous Years & Present Data.
- Engineer Absenteeism Daily report.
- Training Scheduled need to be Maintained as per Training Schedule and proposal to the HOD for Nominated
- Candidate with approval of Incharge/Service Manager.
- Service Budget Monitoring Monthly.

- **Ajitara placement services (Nashik)-**

**From 6 July 2011 to Jan 2012**

**Position- Recruitment Executive**

### **B.Sc. (AGRICULTURE) FINAL YEAR PROJECT:**

“Rural Agricultural Work Experience” (i.e. RAW.E.)

### **M.B.A. PROJECT in HR:**

“Welfare facilities and employee satisfaction at “sangamner sugar factory .”

The main Objectives of my project was to identify the welfare facilities being provided by sugar factory and To analyze the satisfaction level of the employees in the factory. I had done survey of 60 employees for the project.

Welfare means to do something for the employees other than the salary which is for their well-being.

It includes facilities like Canteen, Insurance, Housing facilities/Allowances, Educational facilities for the children's of the employees, Co-operative Societies, Sports, Welfare Centres, Hospital Facility etc.

The Welfare Facilities play important role in day-to-day life to keep the Employees motivated. Hence Companies try to give the possible facilities so that Employees are Happy and satisfied and thus help the Company prosper and grow.

**Sugar Factory** provided the facilities as per the Factories Act, 1947.

### **EXTRA CURRICULAR ACTIVITIES:**

- State level seminar-“Green Wave Sweeping India” in 2010.
- Committee member of EFFLUX- Intercollegiate festival in 2009-10.
- NSS- Camp in 2005-06.

**HOBBIES:**

- MUSIC
- DRAWING

**STRENGTHS:**

- 1) Self motivated.
- 2) Trustworthy.

**PERSONAL DETAILS:**

**Name:** Ms. Sonali Bharat Hase.

**Father's Name:** Bharat Dagadu Hase.

**Mother's Name:** Vattchala Bharat Hase. **Date**

**of Birth:** 13<sup>th</sup> March, 1986 **Nationality:**

INDIAN

**Marital Status:** Single

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

**Gender:** Female

(I hereby declared that all the above furnished details are true to my knowledge.)

**Date:**

**Place:** PUNE

(SONALI HASE)