

CURRICULUM VITAE

Jitendra K. Bendsure

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Total Experience: 5+ years

OBJECTIVE

Seeking a challenging career in Office Administration with a progressive organization which will utilize my skills, abilities and education in management while contributing to the development of the organization.

CAREER SUMMARY

An expert Office Administration executive with proven expertise in implementing the policy and procedure, recruiting and hiring having 5+ year hand on experience.

Extensive experience and consummate achievements building multiple best-in class organizations.

Skilled in attracting the most qualified employees and matching them to jobs for which they are well suited.

Pivotal contributor to senior operating and leadership executives, providing leadership for multiple acquisitions, from due diligence to conversion.

Expert in taking the order from the seniors and giving the valuable suggestions.

CORE COMPETENCIES

- Aggressive.
- Detail conscious.
- Good leadership skills.
- Effective communication skills.
- Ability to maintain interpersonal relations.
- Exquisite organizational & management skills.
- Confident.
- Flexible in work.
- Honest.

WORK EXPERIENCE

Working as a office Administration at Leaserack Pvt Ltd. (Feb 2016- till date)

Job Responsibilities

1. Recruitment

- Coordination with Technical panel and understanding their requirements, defining job positions.
- Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
- Short listing the resumes based on desired skills and experience.
- Advertising vacancies, screening and short listing resumes.
- Conducting telephone and Personal interviews in coordination with department heads.
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.

2. Training & Development

- Scheduling and arranging training while coordinating with external trainers and training programs.
- Identification of training needs and nominating candidates for training.
- Encouraging participation of employees in various organizational events.
- Issuing training certificates after completion of the training.

3. Office Administration

- Preparing Final settlements, Gratuity, leave salary and all employee benefits.
- Compilation & processing of attendance data in attendance system.
- Processing monthly attendance musters for workers, trainees & officers.
- Maintaining employees personal files and records, communicating HR policies & across the organization at all levels.
- Designed Policies and Various HR Forms and Induction Program.
- Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- Preparation of full and final settlement generation of Experience Letters, Relieving Letters.
- Keeping track of Confirmation, Appraisals, and Increments of employees.

- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.

5. Employee Engagement

- Celebrations - Diwali, Ganpati Festival, and other company events
- Effectively managing welfare measures, management - employee get together, picnics & parties.
- Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.

EDUCATIONAL CREDENTIALS

M.sc From BAMU University
B.sc from YCM Colleague

COMPUTER SKILLS

Languages: C, C++,SQL,VB,Net,Java,Web development
Operating System: Linux, Windows
Software Tools: MS-Office

AWARDS & ACHIEVEMENTS

- Won the Best Idea Initiative award for the Birthday celebration policy.
- Participation in various cultural activities at school & college level.
- Participation in the Youth Festival held at YCM College.
- Member of NGO.

PERSONAL DETAILS

Date of Birth : 19th Jun 1986
Address : Shivne Pune
Language Known : Marathi, Hindi, English