

Curriculum Vitae

Mayur Sunil Shirsat

13, Vijaylaxmi Apt., Rathchkra
Chawk, Wadala Pathardi Road,
Indira Nagar, Nashik, Pin - 422009
Email ID: - mayur03shirsat@gmail.com
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Objectives: :-

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills.

Educational Qualification: :-

- **B . Com .** - Nov 2020 Passed Out
Savitribai Phule Pune University
Pune.
- **Higher Secondary Class** - Feb 2010
Passed Out Maharashtra State Board,
Nashik
- **Secondary & Higher Secondary Class** - Mar 2008
Passed Out Maharashtra State Board,
Nashik

Work Experience: :-

Ashoka Buildcon Limited, 5th Floor, A-Wing, Ashoka Business Encalve, Indira Nagar – Wadala Link Road, Nashik - 422009
Sept 23- Till Date

Post: - Jr. Officer – HR

Profile:

- **Statutory Compliances** – Ensuring all compliance in accordance with the BOCW, ISMW & CLRA Acts by co-coordinating with Site HR
- **Administration** - Arrange Housekeeping material & Maintaining Housekeeping in Premises, verification of tour forms, Generate Rent Invoices of Tenants, Prepare Monthly DG Diesel Reconciliation reports, Ensure & Maintain Annual Maintaining Contracts, General Building maintenance.

Nasik Metal Dust Pvt. Ltd., Plot No. 65, M.I.D.C, Satpur, Nashik - 422007
May 2022- June 2023

Post: - HR -Executive

Profile:

- **Daily Attendance Management** – Preparing & Maintaining Daily Attendance, Late Coming Reports, Short Leave, Early Going Records.
- **Statutory Compliances** – New Employees Registration & Re-activation in PF & ESIC Preparing PF & ESIC Chillan, MLWF Chillan Etc.
- **Administration** - Fulfill Stationary Requirement, Arrange Housekeeping material & Maintaining Housekeeping in plant, Traveling Arrangement, Security Management.
- **Labor Managements** – Fulfill and Maintaining Manpower Requirement, Contract Bills, Contractual Employees Recruitment, Ensuring Contractor Compliances.
- **On boarding & Joining** – Handling Joining Formalities, Exit Formalities, Full & Final, Preparing Employees Personal Files.

Electronica Tungsten Ltd., M .I.D.C, Sinnar, Nashik – 422113
Oct 2020 – Apr 2022 (1.6 Years)

Post: - HR – Assistant

Profile:

- **Daily Attendance Management** – Preparing & Maintaining Daily Attendance, Late Coming Reports, Short Leave, Early Going Records.
- **Statutory Compliances** – New Employees Registration & Re-activation in PF & ESIC Preparing PF & ESIC Challan , MLWF Challan Etc.
- **Leave Management** – Maintaining & Prepare employees Leave Card, Leave Card Entry's, Leave Encashment.
- **Administration** - Fulfill Stationary Requirement, Arrange Housekeeping material & Maintaining Housekeeping in plant, Traveling Arrangement, Bus arrangement for company staff, Security Management.
- **Labor Management** – Fulfill and Maintaining Manpower Requirement, Contract Bills, Contractual Employees Recruitment, Ensuring Contractor Compliances.
- **On boarding & Joining** – Handling Joining Formalities, Exit Formalities, Full & Final, Preparing Employees Personal Files.

PVM AUTO (NASIK) LLP., M -102, M .I.D.C, Am bad, Nashik – 422010
Jan 2019 – June 2020 (1.6 Years)

Post: HR Executive

Profile:

- **Payroll** – processing payroll activities for all grades (Staff & Technician)
- **Contract Management** – Labour Management, Contract Manpower Recruitment, Contract Labour Bills.
- **Administration** – Arrange Housekeeping Material, Maintaining Housekeeping in Plant, Vehicle Management, Maintaining First Aid Boxes, Maintaining Fire Extinguisher, Plant Administration, Event Management.

- **Time Office** – Maintaining Daily attendance through bio matric, New employees registration on bio matric etc.
- **Training** – Initiating training activities, maintaining skill matrix for all grades, preparing training plan etc.
- **Statutory Compliance** – Preparing PF & ESIC Challan, ECR Statement, Filing ER-1 etc.

**Mungi Engineers Pvt. Ltd., E 67,68,69,70, M.I.D.C, Am bad,
Nashik – 422010 Jan 2014 – Nov 2017 (2.11 Years)**

Post: HR Trainee

Profile:

- **Time office** – Maintaining Daily Attendance through Bio Matric, New Employee Registration on Bio Matric
- **Contract Management** – Recruiting new contract employees, contract labour bills preparation. Providing Manpower as per requirement, maintaining contract employee's files.
- **Administration** – Vehicle Management for Guest, Lunch Arrangement, Maintaining Housekeeping in Plant, Maintaining First Aid boxes & Fire Extinguisher, Snacks Arrangement, Monthly Birthday Celebration, Event Management.

Technical Competencies:

- MS-CIT
- Microsoft Excel, Microsoft Word, Power point.

Personal Details:

- **Languages Known** : Marathi, Hindi, English
- **Date of Birth** : 23-07-1993
- **Interests** : Reading Books, Listening Music, Travelling
- **Marital Status** : Married
- **Nationality** : Indian

Declaration:

I hereby declare that all the details given above are true to the best of my knowledge and Belief.

Date:

Yours Faithfully

Place :

SHIRSAT MAYUR SUNIL