

# Curriculum Vitae

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## Mayur Sunil Shirsat

13, Vijaylaxmi Apt., Rathchkra  
Chawk, Wadala Pathardi Road,  
Indira Nagar, Nashik, Pin - 422009  
Email ID: - [mayur03shirsat@gmail.com](mailto:mayur03shirsat@gmail.com)  
Mob. No.: - 8805458002/8007446009



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### **Objectives:** :-

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

### **Educational Qualification:** :-

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- **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, 5<sup>th</sup> Floor, A-Wing, Ashoka Business  
Encalve, Indira Nagar – Wadala Link Road, Nashik - 422009  
Sept 23- Till Date**

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**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.
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**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 Challan, MLWF Challan 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)**

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**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)**

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**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)**

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**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:**

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

**Personal Details:**

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

**Declaration:**

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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**