

RESUME

AMOL N RANE

Sagar chs plot no 88, Room no. B-17.

Gorai (1), Borivali (w).

Mumbai-400092

PH.NO:-9870252977

Email ID: - amol2021988@gmail.com

PERSONAL DETAILS

Date of birth : - 20 Feb. 1988

Nationality : - Indian

Married status : - Married

Languages know: - Marathi, Hindi and English

Hobbies : - Playing cricket, listening music

OBAJECTIVE

To obtain challenging and responsible position in an organization where I contribute to successful growth of the organization using my ability and skills further improving my personal and professional skills.

EDUCATION QUALIFICATION

Examination	Year of passing	University	Percentage
T.Y.B.COM	2013	MUMBAI UNIVERSITY	Second Class
H.S.C	2006	Maharashtra board	Second Class
S.S.C	2003	Maharashtra board	Second Class

Skills

Category	Name	Proficiency	Yrs Experience
Administrative	Microsoft Word	Basic	3+ yrs
	Microsoft Excel	Basic	3+ yrs
	Microsoft Outlook	Intermediate	3+ yrs
	Internet Explorer	Normal	3+ yrs

WORK EXPERIENCE

E-LINK SOFTWARE TECHNOLOGIES PVT LTD

Designation: - HR & Admin Executive

Job Duration: - 9th May 2016 To Till Date

Job Profile:-

1. Responsible for Office Maintenance
2. Utility Monitoring & Billing,
3. Vendor Management and Payment follow up.
4. Maintaining records of Xeroxes/faxes/ inward & outward courier, Provide administrative support
5. Taking care Housekeeping & guesthouse, Travelling Management for staff travel.
6. Making arrangement for Events, Maintaining & updating employer's details of the department.
7. Preparing Expense Report.
8. Handel & Supervise the petty cash, Other day to day requirements.
9. Requirement, payroll, Joining formalities, Exit Formalities Preparing of joining kits for all the new employees
10. Making of Official Employment Letters ,Employee documents & verification process
11. Maintaining Employee files, Participate in **HR** projects & Recruitment
12. Answer employees queries about HR/Admin related issues
13. Leave Management system handling ,400+ employee
14. Attendance & payroll Management
15. Satutory compliance (PF, ESIC & PT)

PATHWAY GROUP

Designation: - Admin executive

Job Duration: - 16th May 2014 TO 7th May 2016

Job profile :-

- 1) All admin work's
- 2) Recruitment of new executive receives information/Induction/Stationery Provide for the new joinee by joining date.
- 3) Provide new employee in timely manner with ID Card, Mobile Hand set, Sim Card & Visiting card.
- 4) Send email ID generation & allocation request form to ITES Dept
- 5) Update the new employee's name along with allocated mobile number, email ID & Land Line Telephone extension Internal Staff Directory.
- 6) Provide New Employee is provide necessary facilities.
- 7) Office Opening & Closing Report From across our various office on daily basis & provide report to superiors.
- 8) Vendor Management and Payment follow up.
- 9) Maintaining records of Xeroxes/faxes/ inward & outward courier
- 10) Provide administrative support/ Supervise all fixed & consumable facility & assets Procured & provide to employee Are properly Documents & allocated & monitoring the usage of the same.
- 11) Taking care Housekeeping & guesthouse.
- 12) Travelling Management for staff travel.
- 13) Making arrangement for Events (Internal & External)
- 14) Maintaining & updating employer's details of the department.
- 15) Preparing Expense Report.
- 16) Making arrangement for meeting.
- 17) Handel & Supervise the petty cash.
- 18) Other day to day requirements.

CAPRICORN SECURITY SOLUTION

Designation: - Admin executive

Job Duration: - 25th July 2012 to 1st May 2014

Job profile :-

- 1) All admin work's
- 2) Vendor Management and Payment follow up.
- 3) Maintaining records of Xeroxes/faxes/ incoming & outgoing courier
- 4) Provide administrative support
- 5) Scheduling meetings.
- 6) Maintaining Calendar for meetings.
- 7) Taking care Housekeeping during Meetings & Trainings.
- 8) Making arrangement for Events (Internal & External)
- 9) Maintaining & updating employer's details of the department.
- 10) Purchase requisition & Pos
- 11) Preparing Expense Report.
- 12) Making arrangement for meeting.
- 13) Other day to day requirements.

HOGO WORK SOLUTION

Designation :- Admin executive

Job Duration: - 2nd May 2011 to 24th July 2012

Job profile :-

- 1) 1) All admin work's
- 2) Vendor Management and Payment follow up.
- 3) Maintaining records of Xeroxes/faxes/ incoming & outgoing courier
- 4) Provide administrative support
- 5) Scheduling meetings.
- 6) Maintaining Calendar for meetings.
- 7) Taking care Housekeeping during Meetings & Trainings.
- 8) Making arrangement for Events (Internal & External)
- 9) Maintaining & updating employer's details of the department.
- 10) Purchase requisition & Pos
- 11) Preparing Expense Report.
- 12) Making arrangement for meeting.
- 13) Other day to day requirements All admin work's

Date: -

SIGANATURE

Place: -

(AMOL N. RANE)