

Mahesh Ghule

HR Associate - Talent Acquisition Specialist + Admin

Hard-working, curious, and committed HR and Admin professional with 6+ years of experience in Human Resources and Administration.

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📍 Mumbai, India

🌐 linkedin.com/in/mahesh4062

WORK EXPERIENCE

HR Associate - Talent Acquisition Specialist

Tata Institute of Social Sciences (TISS)

06/2023 - Present

Mumbai

Achievements/Tasks

- Managed **employee onboarding, Background Verifications, exit processes**, recruitments, job postings, screening, and interviews. Drafted and implemented **HR policies** aligned with **UGC and Government of India regulations**.
- Handled **employee letters** (offer, extension, relieving, experience, NOC) and supported **ERP implementation** and issue resolution.
- Managed **monthly attendance, salary processing, performance appraisals, annual increments, transfers, and promotions**.
- Maintained **employee records, service books**, and ensured **legal compliance. Conflict Resolution and Grievance Handling**.
- Prepared **budgets, Tata Trusts reports, and Fund Utilization Certificates**. Ensure compliance with all statutory requirements, including **PF, ESIC, gratuity, TDS**, and other labor laws.
- **Managed procurement processes**, inventory, and vendor negotiations for cost efficiency. Ex. Group Health Insurance Policy, etc.
- **Handled travel and logistics coordination** for staff, events, and training programs.
- **Led administrative operations** for multi-state projects, ensuring timely building maintenance and repairs, infrastructure setup and office readiness.
- **Supervised facility management**, including maintenance, housekeeping, and vendor coordination.

Administrative Assistant

Tata Institute of Social Sciences (TISS)

10/2018 - 02/2023

Achievements/Tasks

- Handled **employee health insurance, recruitment, leave records, employee database, service books, and bidding processes**.
- Supported the **Inquiry Committee** and managed **RTI matters** with confidentiality and compliance.
- **Organized committee meetings**, including logistics, documentation, and follow-up. **Handled vendor coordination** and ensured timely delivery of services and office supplies.
- **Managed day-to-day office operations**, ensuring smooth functioning of admin services and facility upkeep.

Data Entry Operator

Tata Institute of Social Sciences(TISS)

10/2017 - 03/2018

CORE COMPETENCIES

1. Recruitment
2. Training & Development
3. Procurement
4. Admin and HR Management
5. Travel & Event Coordination

SKILLS

Communication

Employee Motivation

Talent Acquisition & Retention

Budgeting & Payroll Management

Contract Management & Documentation

Legal Compliance and Facility Operations

EDUCATION

Bachelor of Legislative Laws (LLB)

University of Mumbai

01/2022 - 08/2024

MBA in HR

Yashwantrao Chavan Open University

06/2019 - 09/2021

Project

- A study on Employee Motivation at "Expert Hand Solutions"

Bachelor of Computer science

University of Mumbai

06/2013 - 01/2017

Project

- I have created the HR Management System using PHP.

PERSONAL TRAITS

Integrity & Ethics

Proactive & Quick Learner

Active & Good Listener

Hardworking & Problem Solver

INTERESTS

Conflict Resolution

Legal Advice

Social Work

Poem

Trading