**SAMEET PAWAR** 

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**Personal Details**

Gender: Male | Nationality: Indian| Marital Status: Married | DOB: 07 September 1986



**Front Office Management | Recruitment & Hiring| Clerical & Administration Support**

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| **PROFILE & VALUE**   * An experienced and highly skilled professional with 13+ years of experience in managing multifaceted roles in Office, Clerical and Administration Management * Adapt in managing varied activities viz. office support, Sales, Recruitments, handling queries from all over locations via E-Mails, revenue management, negotiations, refurbishments/upgrades, staff recruitment and development, guest relations, travel arrangements, concierge, handling cash, providing on-job-training support to new joiners and refreshers to existing employees. * Showcased efficiency in performing administrative tasks such as Scheduling international & domestic tours & travels, managing daily staff attendance, sending reports to HR department, On-Job-Training support to new joiners and Refreshers to existing employees. * Recognized as a smart, industrious, tenacious, and visionary professional; acquired effective communication and maintained good rapport with the vendors in the administrative field. * Deft in oral advocacy techniques and ability to generate strategic planning and work under pressure. * Articulate communicator and believer of strong work ethics with excellent negotiation, interpersonal, stakeholder management & organizational skills that generate a productive work environment. | **SKILL SET**   * Answering Queries * Recruitments & Training * Clerical & Administration Support * Administrative works * Documentation Process * Secretarial Compliance * Office Administration * Planning and Organizing * Data Management * File Management * Vendor Management * MIS reports * Facilities Management * Client Needs Assessment * Customer Support Management |
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**CAREER TIMELINE**

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| **Organization** | **Designation** | **Duration** |
| BASF INDIA LIMITED | Admin Associate | Mar 2014 -Present |
| MD India Healthcare Services Pvt Ltd | HR Executive | Apr 2013- Jan 2014 |
| Mhetre Packaging Pvt Ltd | HR Executive | Jan 2012- Apr 2013 |
| IIPM-Indian Institute of Planning & Management | Career Development Manager | Nov 2010- Dec 2011 |

**KEY DELIVERABLES**

**At BASF INDIA LIMITED**

* Demonstrated excellence in office management, organizing the setup of office for meetings, Keeping the office clean with the help of housekeeping boys and ensuring that office expenditure is maintained within budgeted levels.
* Providing administrative support such as administrative requirements of internal teams, perform photocopying, filing, scanning and carrying out any other administrative duties as and when required.
* Arranging Birthday Celebrations of employees in the office and travel arrangements for the sales team when required (air, hotel, trains)
* Providing support to the entire team with the help of IS Service Desk in solving IT-related queries
* Payment disbursement of local vendors in office such as water, electricity, stationary etc. on monthly basis for smooth processing of payments.
* Co-ordinating for travel plan of team members compiling it in excel and sharing it with my reporting manager.
* Preparing expenses of reporting manager in excel with supportings documents and uploading it in Happay portal.
* Keep stock of office supplies and place orders when necessary.
* Maintaining the tracker of BASF shirts on monthly basis.
* Providing BASF shirts to new Joinees along with safety kit & Sanrakshan kits.
* One Point of Contact (OPC) for Suraksha Hamesha Meetings for internal sales team members.
* Collecting documents for the vendor code creation & submitting it to finance team for code generation.
* Processing the payments of local vendors-Courier, stationary etc. with the help of finance team.
* Arranging annual events such as Prerana for associates, BU celebration, Channel Partners meet in hotels such as J.W. Marriott, Radisson Blu, Novotel etc.
* Arranging travel and accommodation of associates for 2-wheeler & 4- wheeler Defensive Driving Training Programme every year in different hotels.
* Ensuring safety in office of employees.
* Celebrating festivals like Ganpati, Navratri, Diwali, etc. in office with office colleagues and making arrangement for same.
* Maintaining Inward & Outward Registers of courier & attendance.
* Work within a busy office environment, and support office teams in order to ensure smooth running of day-to-day activities; co-ordination with telecom and internet providers in case of issues etc.

**At MD India Healthcare Services Pvt Ltd**

* Prime responsibilities includes: daily attendance updating (900 counts), preparing offer letter for new joiners, Absenteeism & Termination notice letters.
* Photo ID preparation, ID cards prepared/pending status updation in the master database.
* Follow up for Pan Cards & Bank Account Details; Verification & record maintenance of leave & attendance; Final Salary day’s preparation; Filing of documents for all projects; Raising tickets to IT team for left & new joiners.
* Perform the following responsibilities:
* Tracker updation of left or resign employees.
* Conducted Medical Health Check-up in head office(400 Count)
* Handling master database of more than 2000 employees for branches & head office.
* Tracker updation of left or resign employees

**At Mhetre Packaging Pvt Ltd**

* Key role in Generation of employee code and employee ID cards.
* Managed HR task such as sending introduction mail to all employees to new joinees; Preparation of offer letter, and appointment letter for new joinees; On boarding & Induction of new joinees.
* Played a pivotal role in:
* Generating monthly salary of all the employee through biometric system.
* Responsible for keeping personal files of employees.
* Providing general administrative & clerical support including mailing, scanning, faxing
* Booking of hotels for the guest & for the Managing Director
* Organizing internal & external events

**At IIPM-Indian Institute of Planning & Management**

* Liable for counselling students in the office regarding the different courses of MBA.
* Involved in telephonic and face to face counselling of the students on Pan India Level.
* Guided the students to take the admission in IIPM across India level.

**EDUCATION**

* M.B.A. (HR)-Full Time from IIPM (Autonomous), 2011
* DERE (Diploma in Electronics & Radio Engg) from Cusrow Wadia Institute of Technology (Autonomous), 2008

**CERTIFICATION**

* Diploma in Hardware and Networking from the institute Solution World
* Won second prize in a robotics competition held at JSPM College, Pune.

**COMPUTER SKILLS**

* Conversant with computer-based applications like MS Office – Word, Excel and PowerPoint.