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Objective- Resourceful and detail-driven professional with 3+ years of experience in HR operations, employee engagement, attendance management, grievance resolution, and vendor coordination. Proven ability to handle multi-location HR processes, audits, and data management while supporting leadership in global HR initiatives. Seeking a role as Sr. HR Project Coordinator to contribute to organizational development and employee experience through structured processes and effective communication.

Professional Experience

Khalatkar Construction Infra Pvt. Ltd. (KCIPL), Nagpur

Admin & HR/ Project Coordinator– Nov 2022 – Present-

- Managed attendance, leave records, and time office operations across 20+ toll locations, ensuring accurate and timely HR reporting.
- Handled employee grievances and exit formalities, resolving concerns and ensuring smooth transitions.
- Coordinated with vendors for onboarding, joining formalities, and attendance systems, improving operational efficiency.
- Maintained employee records, compliance audits, and documentation aligned with organizational and statutory requirements.
- Supported management in policy implementation, employee counseling, and grievance tracking, promoting a transparent work culture.
- Assisted in data-driven reporting, analyzing attendance trends and workforce allocation to optimize resource management.
- Worked closely with leadership to track HR initiatives and engagement programs, contributing to employee satisfaction.
- Assisted in monitoring employee relations, addressing concerns and resolving issues in coordination with management.
- Supported recruitment and hiring processes, ensuring compliance.
- Assisted management in training, scheduling, and evaluating employees to enhance performance and motivation.
- Handled logistics, documentation, and scheduling for employee surveys and engagement initiatives.
- Provided day-to-day administrative support, including record keeping, report preparation, and meeting coordination.

Eravio Clinics, Nagpur

Public Relations Officer (Administration & Coordination) - May 2020 – Aug 2022

- Maintained confidential employee records, including attendance logs, onboarding documents, and exit interviews.
- Coordinated joining formalities, vendor communications, and scheduling of training sessions, ensuring smooth integration of new staff.
- Handled employee grievances and feedback, escalating concerns appropriately and assisting in resolution.

- Organized exit procedures, ensuring compliance and timely processing of documentation and clearances.
- Assisted in internal audits, verifying records and data consistency across departments.
- Provided support on HR-related tasks, from scheduling meetings to employee engagement activities.
- Acted as a liaison between employees, management, and external vendors, ensuring seamless communication and process alignment.

Achievements

- Successfully managed attendance and leave systems for a workforce across multiple locations, ensuring operational efficiency.
- Handled grievances and exit processes, reducing turnover-related disruptions and improving employee relations.
- Coordinated vendor interactions and onboarding logistics, streamlining employee joining and integration.
- Conducted regular audits, ensuring compliance with company policies and statutory requirements.
- Supported leadership in data-driven decision making, analyzing attendance and employee engagement metrics.
- Provided prompt HR operational support, improving overall workforce management and satisfaction.
- Assisted in policy rollouts and training sessions, enhancing team communication and adherence to processes.
- Maintained accurate employee data, improving organizational transparency and trustworthiness.

Key Skills

- Attendance & Leave Management
- Grievance Handling & Exit Formalities
- Vendor Coordination & Onboarding
- HR Record Maintenance & Compliance Audits
- Employee Engagement & Counseling
- Scheduling & Policy Implementation
- Data Analysis & Reporting
- Cross-functional Communication
- MS Office Suite (Word, Excel, PowerPoint)
- Confidential Data Handling

Personal Attributes

- Strong interpersonal skills with the ability to communicate effectively across teams and stakeholders.
- Highly organized with a focus on process-driven HR operations and compliance.
- Adaptable and proactive, thriving in dynamic, fast-paced environments.
- Empathetic approach to grievance handling, promoting positive employee experiences.
- Committed to confidentiality, integrity, and ethical handling of sensitive information.

Education

- MBA – Marketing Management & Entrepreneurship Development
GH Raisoni School of Business Management, Nagpur |
CGPA: 8.72 (2020–2022)
- Bachelors in Business Administration Ravindranath Tagore University |
CGPA: 7.70 2019

Hobbies: - Playing Cricket.