

## CURRICULUM VITAE



Name : SHENDE . MAHESH . H

Ph : 7030528501

Email id :- [wecanworkat@gmail.com](mailto:wecanworkat@gmail.com)

**Family background in brief:** Father : Ex-Army personal status : expired  
Mother : house wife status live  
Elder brother: school teacher in pune city status married ,setteled  
Elder sister : pvt tution teacher status married , settled in New Delhi  
Myself : married wife is house wife and 1 daughter 1 yr  
Over all family financial status : middle class

**OBJECTIVE** :- To Apply My Best Effort & Contribute My Best While Serving In A Value Driven Organization.

### **Educational Qualification** :-

\* {Convent Education Up Till S.S.C.}

- 1) M.B.A (Marketing) From University Of Pune.
- 2) M.B.A (Human Resource) From University Of Pune.
- 3) B.S.C. (Chemistry) From University Of Pune.
- 4) Government typing test 30 WPM passed with "A" grade .

**Computer Literacy** :- Computer BASICS & I.T. Course From GOVT. Polytechnic, Nashik.

### **Projects** :-

- 1) Market Research For Car Loans For the ICICI Bank , (For M.B.A.)
- 2) Power Point Presentation Package For The Civil Engineering Dept : GOVT. Polytechnic Nashik
- 3) **Short Term Project** :- Pre Launch Sales Promotion For Vishwas Tea Company Nashik during MBA
- 4) **Social Project** :- Active Member In Pulse Polio Vaccination Drive Through Municipal Corporation in MBA

## **Work Experience :**

1) Marketing Executive for the ICICI Bank. (From 30-11-2002 to 3-6-2005)

### **Responsibilities:**

- ❖ Introduction of credit cards to customers.
- ❖ Appeal customers to open bank A/c
- ❖ Collection of documents from customer from their residence form office.
- ❖ Organizing camps in exhibition like at dongre vasstighuh ground or any other exhibition shows like NIMA INDEX, CONSUMER PRODUCT exhibition, petrol pump etc.

2) **Human Resource Executive in Videocon Industries Ltd**

(from 01-08-2009 to 25-02-2015)

### **Responsibilities:**

- ❖ Attendance punching & registration of employees in biometric machines.
- ❖ Observe employees for uniform and make sure warning are being given them
- ❖ Organizing and planning employees meeting of different departments like sales, finance, maintenance, etc. according to the requirements of their heads.
- ❖ Resolve employee conflicts among them
- ❖ Ensure housekeeping of office is done in time.
- ❖ In case of employee is absent suddenly inform the particular department to share the workload
- ❖ If employee wants leave or half day consult with the particular department head before granting them leave.
- ❖ Filling insurance form of all employees with association with a insurance agent
- ❖ Assist the account department in filling P.F, ESIC etc
- ❖ Organizing training session for new as well as old staff.
- ❖ Accept and scan c.v. for applying candidate applying for jobs
- ❖ Organizing interviews, communication and documentation of applying candidates
- ❖ Printing and generating I.D. cards of employees who are likely to be stable in the work environment
- ❖ Providing stationary to office staff if demanded by them.
- ❖ Welcoming and handling visiting guest like dealers, suppliers, investors, partners etc
- ❖ Take action against a employee misbehavior according to company rule set-up.
- ❖ Encourage employees with awards like best employee of the month or employee of the year by observation and co-ordination with department heads
- ❖ Organizing small treats or Gifting mementos on behave of the company to the employees, investors, raw material suppliers and customers.
- ❖ Act as bridge between different departments, dealers, raw material suppliers etc.

3) **H.R Manager** at Auto World, franchisee **MahindraFirst Choice Services** since 1-3-2015

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**Aras of Interest & hobbies :-**

- 1) Pistol Shooting
- 2) Gardening

Thanking you.

Your's faithfully



Mahesh Shende