

AMIT N SHINDE

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CAREER OBJECTIVE

To seek a long term career through innovations, creativity. To offer a high level of challenge, responsibility, and opportunity for continued career growth.

PROFESSIONAL EXPERIENCE

12 AUG 2013 TO 08 JUL 2021

HR EXECUTIVE, DCC PUNE.

RESPONSIBILITY:

- Hiring and training procedures for new employees.
- Coordination and direct work activities for managers and employees.
- Maintaining and develop the personnel filing system.
- Answering employees queries about HR-related issues.
- Data entry work into the HR system so that accurate records are maintained.
- Assisting to HR Officer with the development and maintenance of human resource policies and procedures.
- Regularly meeting with employees for progress reviews and assessments, discussing any problems or grievances they may have.
- Working with management to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees
- Hospitality & Travel Bookings for company employees.

30 OCT 2012 TO 01 AUG 2013

CUSTOMER SERVICE EXECUTIVE, V-SYNERGIZS, PUNE.

12 APRIL 2011 TO 14 JULY 2012

CUSTOMER SERVICE EXECUTIVE, ZENSAR TECHNOLOGY, PUNE.

05 May 2010 TO 22 NOV 2010

CUSTOMER CARE EXECUTIVE, IBM, PUNE.

03 NOV 2008 TO 28 AUG 2009

CUSTOMER SERVICE ASSOCIATE, RELIANCE, MUMBAI.

EDUCATION

Graduate (BA) Solapur University
HSC, Pune Board
SSC, Pune Board

COMPUTER KNOWLEDGE

Proficient with Microsoft word, Excel and Power Point.
Knowledge of ICRM system.
Social Media.

SKILLS

Perseverant & strong commitment toward achievement of goals. Ability to work on own initiative & part of a team.
Quick learning capability, flexible approach and problem solving attitude.
Believe in Punctuality, Patience & dedication.
Dedicated to maintaining high quality standards.
Easy adaptability to new work environment.
Ability to work in pressure and critical conditions.
Energetic & proven team member.
Understanding the job profile & putting in maximum efforts to complete the task.

STRENGTHS

Ability to learn from mistakes
Task prioritization
Discipline and determination
Dedication and enthusiasm
Interpersonal skills and respectfulness
Organizational skills
Ability to multitask

PERSONAL INFORMATION

Nationality : Indian
DOB : 05/02/1985
Birth Place : Solapur
B.G. : O+ve
Marital Status : Married
Linguistic Ability : English, Hindi and Marathi
Hobbies : Listening to Music and Traveling

I hereby declare that all the information above is true to the best of my conscience.

Thanking you,

Amit N Shinde