

Suvarna Giramkar

Satara, Maharashtra

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Looking forward to an opportunity for working in a dynamic challenging environment where I can utilize my skill, knowledge, experience & potential.

Work Experience

HR Admin

Gajanan Automobiles Pvt. Ltd

Oct. 2024 To Till Present

- Recruitment, selection, joining, training, performance assessment of employees. Attendance & leave management, job rotation, staff planning, employees advance incentive & allowance Calculation & payment, Employee's carrier planning.
- Prepare & update all HR documents and Hr Policy, Implications of HR policy effectively. Taken disciplinary action against employees. Taken exit interview of employees & maintain HR documents properly.
- Daily morning meeting of sale team regarding sale, enquiry Follow-up status, display stock refilling, solving customer & employee's grievances.
- Business Strategic analysis & planning (yearly, monthly) of marketing promotion activities like camps/event/meets etc.. Dealers Social media account handling
- Review vehicle sale with Workshop spare sale & labour. Weekly achievement analysis for achieve set targets of vehicle & spare.
- Daily review & verify all branches various reports about sale, customer walking's, billing (cash, cheque, NEFT, RTGS, G-pay, swap), sold items, inward & outward material, present/absent staff etc. Internal audit of all departments like vehicle & spare stock, showroom & network stock & payment, Creditor/ Debtor outstanding, all cashbooks. Weekly Visit to any one Branches as per requirements.
- Update and review daily account department works like payment, supplier payment, expanses & receipt voucher entries etc. All bank statement reconciliation.
- Resolve of all unit's support system/Utility issues like light, NETWORK, LAN, CCTV, supply of office and marketing stationery, machinery/building repair and maintenance, equipment and tools. Keep Petty Cash for office expenses.
- Attend Ashok Leyland company AM/ZM complaints, issues mail regarding sales & service. Resolve the issues with satisficed remark and in specific time.
- As per stock report, prepared PO of material, mailing & follow up of PO order. Negotiation & payment of vendors.

Assistant To Director

ONCO LIFE CANCER CENTER PVT. LTD., SATARA

August 2023 To Oct.2024

- Manage calendar scheduling, meeting coordination, and travel arrangements of Managing Directors.
- Schedule meetings and appointments; greet and assist visitors and guests of Managing Directors.
- Collect data from all departments and prepare consolidated professional business presentations and reports for Board of Directors Meeting (Quarterly and Annual). Coordinate the agenda and logistics for senior management team meetings.
- Handle correspondence, documentation, and filing—both physical and electronic record handling and keeping is main task. All legal permissions, stamps, undertaken and concern papers, licenses, work orders, Government taxes receipt., medical machinery purchase Invoice, warranty papers, AMC or insurance renewal. Land / Building layout and other Property Documents etc.
- Assist management in business planning, strategy development, and review sessions.
- Track project progress and performance targets. Maintain an organized filing system for easy retrieval of documents.
- Handle phone calls, emails, and maintain communication with clients, vendors, marketing team and Doctors Teams and all staffs.
- Assist with basic accounts reporting as needed. Daily 7 Bank Accounts Reconciliation Sheet maintain and share to MD Sir. (Hospital -3 and MD Proprietorship and personal account -4). Review and prepare all Directors reimbursement and remuneration. All Personal ITR filing progress follow up and file its on time.
- Undertake any other duties as assigned by the Managing Directors.

General Manager - Operation

Gajanan Automotive (satara) Pvt. Ltd

August 2018 to August 2023

- Recruitment, selection, joining, training, performance assessment of employees. Attendance & leave management, job rotation, staff planning, employees advance incentive & allowance payment, Employee's carrier planning.
- Prepare & update all HR documents. Implications of HR policy effectively. Taken disciplinary action against employees. Taken exit interview of employees & maintain HR documents properly.
- Daily morning meeting of sale team regarding sale, enquiry Follow-up status, display stock refilling, solving customer & employee's grievances.
- Business Strategic analysis & planning (yearly, monthly) of marketing Activity & vehicle sale with Workshop spare sale & labour. Weekly achievement analysis for complete set targets of vehicle & spare.
- Daily all stores opening & closing report review & verify about sale, customer walking's, billing (cash, cheque, NEFT, RTGS, G-pay, swap), sold items, inward & outward material etc. Internal audit of all departments like vehicle & spare stock, showroom & network stock & payment, their outstanding, all cashbooks.
- Update and review daily account department works like payment, supplier payment, expanses & receipt voucher entries etc. All bank statement reconciliation.

- Resolve of all unit's support system maintenance issues like light, NETWORK, LAN, CCTV, supply of office stationery, equipment and tools. Keep Petty Cash for office expenses.
- Daily reporting & mailing to Suzuki company AM/ZM regarding sales & service. Review their daily all mails & reply to all within time.

HR & Operation Executive

V R Art Furniture Pvt Ltd

April 2016 to April 2018

- Recruitment, selection, joining, training, performance assessment of employees. Attendance & leave management, job rotation, staff planning, & payment of employees advance & salary. Employees carrier planning.
- Prepare & update all HR documents. Implications of HR policy effectively. Taken disciplinary action against employees. Taken exit interview of employees & maintain HR documents properly.
- Daily morning meeting of sale team regarding sale, dispatching & delivery of sold material, display stock refilling, solving customer & employee's grievances.
- Daily all stores opening & closing report to M.D. about sale, customer walking's, billing (cash, cheque, NAFT, RTGS), sold items, inward & outward material etc. Internal audit of all departments like factory inventory stock, store & go down stock.
- Resolve of all units support system maintenance issues like light, LAN & NETWORK, CCTV, supply of office stationery, equipment and tools. Easily Solve all primary issues regarding computer Hardware/software, LAN, Network & sharing etc

Rayat Shikshan Sanstha's shrimant chha. Pratap Singh vidyalaya, Limb. school administration & office clerical work with student computer education

November 2014 to April 2016

Computer Instructor

August 2004 to August 2011

Education

Master's in Hr and production

Shivaji university - Kolhapur, Maharashtra

August 2011 to June 2013

BA in English

L B S College - Satara, Maharashtra

Skills / IT Skills

- COMPUTER HARDWARE/ SOFTWARE (10+ years)
- TALLY (6 years)
- MS OFFICE (10+ years)
- TEAM MANAGEMENT (6 year)

Date :-

Place :-

Mrs. Suvarna Giramkar