



## **Sagar D. Tonde** **(MLS, B.A Eng, Lit.)**

### **CAREER OBJECTIVE**

To work with challenging environment where my knowledge is utilize for the organization's growth.

### **UNIQUE DIFFERENTIATION**

- Initiative attitude.
- Good leadership quality with effective team building skill.
- Result oriented and Flexible.
- Quick learning and smart thinking.

### **WORK EXPERIENCE**

**Podar Education Network. {1st<sup>th</sup> June, 2017 to till date}**

#### **Key Role & Responsibilities**

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- **Recruitment**
  - Coordination with staff in recruitment and selection process in order to ensure a timely organized and comprehensive procedure.
  - Publishing an advertisement of vacancies on various job portals.
  - Sourcing and Shortlisting of profiles to fill the vacancies.
  - Calling shortlisted candidates and scheduling their interviews.
  - Responsible for salary negotiation
  - Coordinating with selected candidates
- **Joining Procedure & Induction**
  - Responsible for joining formalities of selected candidates.
  - To prepare and issuing offer letters of new joinees
  - Entries of new joinees in Ramco system.
  - To organize an induction program
  - To maintain the MIS of new joiners and separated employees.
  - Issuing appointment letters to the joinees after the successful completion of six months
- **Statutory Compliance**
  - Responsible for the registration of new employees under the ESIC if applicability
  - To Maintain ESIC related MIS
  - To update the Employee's personal details on ESIC portal.
  - To upload the Monthly contribution of ESIC and generation of challans
  - To prepare the ESIC, PF manual
  - To generation and activation of UAN number
  - Coordinating with PF consultant and follow ups for monthly contribution and to get the PF challan
  - Contract Labour compliances
  - To resolve all the queries in regards to labour law's

- **Disciplinary Action**

- To lend support in maintaining good standards of discipline in the company
- To monitor daily attendance, investigate and understand causes for staff absences
- Responsible for issuing warning letter in case of any kind of misconduct
- To collect evidences and proofs against the chargesheeted employee
- To make an arrangement for domestic enquiry

## **PROJECTS UNDERTAKEN**

### **Block Placement**

#### **The Supreme Industries Ltd.(Jalgaon) {Jan 2017 - Mar 2017 (3 months)}**

- Project- The study of performance appraisal system at The Supreme Industries Ltd.
- Objective - To know the various methods of performance appraisal  
To understand the performance appraisal method at supreme Ltd.  
To understand advantages of performance appraisal

### **Summer Internship**

#### **V.V.F.India Ltd.Taloja, MIDC, Dist- Raigad.**

#### **{May 2016 - July 2016 (3 Months)}**

- Project: -
  1. The study of statutory compliance (Contract Labours).
  2. Recruitment (Co-ordination in Recruitment process)
  3. Design the Training calendar

### **Concurrent Internship**

#### **Rashtriya Chemicals & Fertilizers Ltd. Mumbai. {Jan 2016 – Feb 2016 (2 Months)}**

- The study of various human resource functions
- The study of performance appraisal.

### **Trade Union Placement**

#### **Akhil Bhartiya Mathadi, Transport & General Kamgar Union**

- Learned and understood the functioning and management of Trade Union.
- Participated In Negotiation meeting, between Mathadi's and saint gobain pvt ltd.
- Conducted group activities.

## **PRESENTATIONS AND PAPER SUBMITTED**

- Role play on “domestic enquiry”. MILS-II, 2017.
- Presentation on Time Management, MILS-I, 2016.
- Organized Labour Quiz MILS-II, 2017.

## **ADDITIONAL QUALIFICATION**

- Good knowledge of Microsoft Office, Microsoft Excel, Microsoft Power Point.
- Advanced Industry Excel Certification
- MSCIT Certification
- Well versed in Internet Surfing.

## **EXTRA CURRICULUM ACTIVITIES**

- Field Work Co-coordinator at LNML,MILS,Parel Mumbai -2016-17
- Captain of Cricket team of All India Inter University team, Jalgaon.- 2013
- Group Leader of NSS Camp N.Y.N.C College Chalisgaon(Jalgaon)-2014
- Got selected for inter University cricket tournament from North Maharashtra University, Jalgaon-2013
- Got selected for intergroup cricket tournament for three years from Erandol zone under Jalgaon University – 2013, 2014, & 2015.
- Played for inter college cricket championship for three years from NYNC Chalisgaon in 2013, 2014, & 2015.

## **ACADEMICS**

<b>Course</b>	<b>Institute &amp; University</b>	<b>Year of Passing</b>	<b>Percentage</b>
M.L.S.	LNML MILS, Mumbai	2015-17	1 <sup>st</sup> Class
B.A.	NMU Jalgaon	2015	1 <sup>st</sup> Class
H.S.C.	Nashik Board	2012	2 <sup>nd</sup> Class
S.S.C	Nashik Board	2010	1 <sup>st</sup> Class

## **PERSONAL INFORMATION**

<b>Date of birth</b>	<b>24<sup>th</sup> December 1994</b>
<b>Email address</b>	sagartonde.mils@gmail.com
<b>Mobile number</b>	9890648173
<b>Current residential address</b>	Room No-201, Mangalmurti Appartment, Ram Nagar, Sector-12D, Koparkhairane, Navi Mumbai-410208
<b>Permanent residential address</b>	At/post-Karanajgaon, Tal-Chalisgaon, Dist-Jalgaon,424108
<b>Languages known</b>	English, Hindi, Marathi
<b>Hobbies</b>	Playing cricket, Playing musical instruments, etc.

Date :-

(Sagar Devidas Tonde)