**RESUME**

**Mr. Ganesh Mani**

B-06, New Suraj Co-housing society Limited., 4th Cross Road, Ayre Road, Dombivili (East) Thane District.

Maharashtra India. Pin code 421 201.**Contact:** +91 9892018227. **E-Mail:** ganeshmani1975@gmail.com



**Professional Summary.**

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| **Previous Company : Horizon Prime Hospital – Senior HR Manager – From November 19 – August 20** |
| Job Responsibilities HR:   * Handling Entire Gamut of HR Activity.. * Framing of HR & Hospital Policy. * Preparing JD & Offer letter & Appointment Letter. * Conducting Preliminary round of Interview * Handling Joining formalities & Induction. * Maintaining Employee Database. * Employee Interaction & Employee Engagement Activities. |

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| **Previous Company : Zen Hospital – HR Manager – From January 17 – October 19** |
| Job Responsibilities HR:   * Handling Entire Gamut of HR Activity.. * Framing of HR & Hospital Policy. * Preparing JD & Offer letter & Appointment Letter. * Conducting Preliminary round of Interview * Handling Joining formalities & Induction. * Maintaining Employee Database. * Employee Interaction & Employee Engagement Activities. * Organized Picnic for staff.   Job Responsibilities Admin :   * Tying with Real Estate Agents to arrange for Hostel for Staff Nurse. * Handling Maintenance of Staff Nurse Hostel. * Analyzing the quotations of vendors of Housekeeping & Security * Arranging for Phones & Sim cards. * Co-ordinating with all departments for their requirements. |

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| **Previous Company : Vedant Hospital – Senior HR Generalist & Admin Executive – From December 15 – January 17.** |
| Job Responsibilities HR:   * Handling Entire Gamut of HR Activity. * Handling End to End Recruitment. * Framing of HR & Hospital Policy. * Preparing JD & Sourcing Candidate’s from Job Portals like Naukri, Monster, Linkedin. * Conducting Preliminary round of Interview * Handling Joining formalities & Induction. * Maintaining Employee Database * Employee Interaction.   Job Responsibilities Admin :   * Tying with Real Estate Agents to arrange for Hostel for Staff Nurse. * Handling Maintenance of Staff Nurse Hostel. * Analyzing the quotations of vendors. * Arranging for Phones & Sim cards. * Co-ordinating with all departments for their requirements. |

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| **Previous Company : SenseHR – Senior HR Generalist Key Accounts – From December 14 – August 15** |
| Job Responsibilities:   * Handling Entire Gamut of HR Activity for clients. * Handling End to End Recruitment. * Preparing JD & Sourcing Candidate’s from Job Portals like Naukri, Monster, Linkedin * Handling Joining formalities & Induction. * Maintaining Employee Database * Maintaining Leave Data. * Handling Payroll. * Handling Statutory Requirement for Clients |



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| **Previous Company : Sai Global Logistics – HR & Administration – From January 14 to December 14** |
| Job Responsibilities:   * Handling Day to Day Admin Activity. * Handling End to End Recruitment. * Handling Payroll. |

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| **Previous Company : OM Freight Forwarders Pvt Ltd – HR & Administration – From April 12 to August 13** |
| Job Responsibilities:   * Creating Policies for company & implementing the Policies. * Handling End to End Recruitment as per the requirement. * Building Joining & Induction process. * Preparing Common Salary Structure. * Arranging for mediclaim for staff members. * Building Team building & Employee Engagement Process. * Introduced software for handling entire pay-rolling activity & maintaining data of employees. * Handling Statutory Compliance * Handling Attrition issues & Exit Interviews. |



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| **Previous Company : Human Shastra – Business HR From February2011 --- April 2012** |
| Job Responsibilities:   * Adding new clients to company. * Handling requirements of clients. * Handling HR & Admin activities. |



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| **Previous Company : Magna Infotech Pvt Ltd – Assistant Manager Employee Relation – From February 2007 – December 2010** |
| Job Responsibilities:   * Employee Relations & Employee engagement. * Handling recruitment & Assisted team & the client in arranging Walk in interviews. * Co-ordinating with Team in Head office for Back ground verification on employee’s. * Conducting orientation and induction & in house training for candidate’s * Handling Grievance. * Building Offsite team. * Rewards & Recognition. * Analyzing Attrition & addressing the Attrition issue. * Handling Statutory Compliance. * Bench Management. * Timesheet Management. * Employee Satisfaction Survey. * Co-ordinated with the Head office for handling Vendor’s for Medical Insurance for Employee. |

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| **Previous Company : Rest in Forest (Resort) --- Admin In Charge -- From February 2006 – January 2007** |
| Job Responsibilities:   * Handling Staff. * Handling Inventory Stock Details. * Handling Administration. |

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| **Previous Company : Countrywide Finance Corporation(India) Pvt Ltd --- Process Associate-- From October 2004 – February 2006** |
| Job Responsibilities:   * Handling documentation work. * Generating Reference ticket number for complaint raised. * Analyzing delay in resolving the complaints. * Handling in-house software like quintus, peoplesoft,DRA & VIC |



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| **Previous Company : I2I Enterprise --- Value Added Service Co-ordinator -- From November 2001 – December 2003** |
| Job Responsibilities:   * Co-ordinating with in-house team for reports. * Data mining acitivity |



EDUCATIONAL SUMMARY

Diploma In Human Resource Management, Willengkar Mumbai.

Diploma In Air & Travel Management, Melange Institute of Management Mumbai.

Diploma In Computer Application.

Bachelor In Commerce (B.COM) From Mumbai University



**Date of Birth:** 15th October 1975.

Nationality: Indian.

Passport Number: H 1852264

**Language Proficiency:** English, Hindi, Marathi, Tamil & Malayalam.

**Hobbies**: Music, Singing, Sports, Reading, Meditation, Interest in wild life photography & documentary.

**References:** Available on Request

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