



Name- **Shailesh Maskare**

Mob. -+91 8770798114

Email – maskareshailesh@gmail.com

Date of Birth-21st June 1994

Marital Status- Bachelor

Category- OBC

Permanent Address:

Ward No-1, At Chikhli,

P.O.- Bahela, Tal- Lanji,

Dist.- Balaghat(M.P.) Pin- 481224.

Communication Address:

24,Vitthal Shrushti Banglows K7 Kids Gurukul, Near Pal Lack Garden,Pal Surat Gujarat Pin No. 395009.

Social:

Whatsapp-+91-8770798114

Facebook-

<https://www.facebook.com/shailesh.maskare.98>

Language Skills:

✓ Fluent in English and Hindi

Key professional Skills

- ✓ Team Management
- ✓ Cash control and Management
- ✓ MIS Report
- ✓ Man power planning
- ✓ Employee relation
- ✓ Grievance Handling
- ✓ Banking Operations
- ✓ Customer Handling

Hobbies

- ✓ Listening to light music

Shailesh Maskare

B.Sc.(PCM) and M.B.A(Human Resource)

Self-motivated,multitasking-professional, quick-learnerhavingscope of knowledge, with a conviction to achieve the shared goals of self and organization.

Educational Qualification:

- ☐ Post-Graduation –M.B.A (Human Resource) from 2018-2020 at Pt. Ravishankar Shukla University, Raipur,Chhattisgarh.
- ☐ PGDCA and Tally from 2016-17, Dr.C.V. Raman University, Bilaspur, Chhattisgarh.
- ☐ Graduation from 2012-15, B. Sc. (PCM) at Rani Durgavati Vishwavidyalaya, Jabalpur,Madhya Pradesh.

Effective area

- ☐ Service satisfaction survey in regular Banking transactions of Banking customers (SBI and Bank of Baroda).
- ☐ Service Satisfaction survey related travel experiences from Airline customers (Air India, Indigo).
- ☐ Planning marketing strategies.

Expertise in HR skills:

- ☐ Effective communication and management skills.
- ☐ HRM and HRIS knowledge.

Professional Training experience:

- ☐ Completed summer internship from16th May 2019 to 15th July 2019 at India Institute Of Management Raipur under Assistant Professor Dr.Dhananjay Bapat, Marketing Management Area.

Work Experience:

- ☐ Working in HR Executive at Laxmipati Sarees, Surat since June 2022.
- ☐ **Responsibilities:** Emploees communication, Attendance and time management, Recruitment, Joining formalities, Managing employee PF, ESIC, Grievance handling, MIS Report, Welfare.
- ☐ Administrative executive and management at Sai Baba . Raipur, C.G. from December 2020 to April 2022.
- ☐ **Responsibilities:** Arranging Meeting Scheduling, Arranged travels and accommodations, Documentations, management office daily needs, daily Reports, Cash handling.

Computer Proficiency:

- ☐ Microsoft Office Tools (Word, Excel, Power point).
- ☐ Internet.

Professional Competencies:

- ☐ Having good knowledge in subject
- ☐ Good communication skills
- ☐ Creative, Strong at my Logics and
- ☐ Quick learner, Hardworking and a good team player.

I hereby declare that above mentioned all information is correct to my knowledge and I bear the responsibility for the precision of above mentioned particulars.

Shailesh Maskare.