

# Rajaram Suresh Sandye



**E-mail:** sandyerajaram@gmail.com

**Contact:** +91 9823035799

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## PERSONAL PROFILE

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| ➤ <b>Name</b>            | Rajaram Suresh Sandye  |
| ➤ <b>Qualification</b>   | M.Com., PGPM&HRD, DCM  |
| ➤ <b>Address</b>         | At: 11/265, "Shivam", Velus<br>Po: Valpoi, Tal: Sattari, Goa 403 506 |
| ➤ <b>Date of Birth</b>   | 28/05/1976 ( <b>Age:</b> 47 years)                                   |
| ➤ <b>Nationality</b>     | Indian   |
| ➤ <b>Languages Known</b> | Marathi, Konkani, Hindi, English                                     |
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## CERTIFICATION

- Diploma in Personnel Management & Industrial Relations.
- Awareness Program on Labor Laws organized by Goa Management Association & NIPM- Goa.
- Awareness Program on Role of HR in Contemporary Knowledge Driven Business organized by Goa Management Association, Goa.
- Attended Program on "SHE: Vision 2020, Challenges & Strategies" of 6<sup>th</sup> National Conference on Occupational Safety, Health & Environment organized by Inspectorate of Factories & Boilers, Govt. of Goa.
- Attended 2 day ISO 9001:2000 Internal Auditor Training Program conducted by Aditya Consultants, Belgaum.
- Attended training on Right to Information Act organized by Directorate of Higher Education, Govt. of Goa.
- Attended State Level AISHE Workshop organized by Directorate of Higher Education, Govt. of Goa.
- Attended 3 days State level Webinar on "Office Procedures" organized by GVM's Dr. Dada Vaidya College of Education, Farmagudi - Goa
- Attended training program on the RTI Act, 2005 organized by Goa Institute of Public Administration & Rural Development, Old Goa.
- Attended 3 Day Course on "Computer Literacy, e-content Development and Social Media Handling organized by Vidya Prabodhini College, Parvari.

- Attended 3 days' Workshop on Recruitment Process organized by Goa Institute of Public Administration & Rural Development Old Goa.

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## PROFESSIONAL EXPERIENCE

- Working at Vidya Prabodhini College of Commerce, Education, Computer & Management, Parvari – Goa as **HEAD-CLERK** w.e.f. 1st August 2013 till date for last 9 years 10 months.
- Worked in **Amiantit Fiberglass Industries India Pvt. Ltd. Navelim, Bicholim –Goa** joint venture of Amitech Technologies and Shivanand Salgaonkar Group since 1<sup>st</sup> June 2007 to 17<sup>th</sup> June 2013 for 6 years 17 days as **EXECUTIVE (Personnel & Administration)** reporting to **Manager (HR & Administration)**
- Worked as a **SUPERVISOR** in **Automobile Corporation of Goa Ltd., Honda, Sattari, Goa** which is a Joint venture of TATA MOTORS LTD. AND EDC, Goa in H.R. Department from 13<sup>th</sup> July 2000 to 29<sup>th</sup> May 2007, for 6 years 9 months reporting to **Manager (HR & Admin).**
- Worked as a **COMMERCIAL TRAINEE** in **Automobile Corporation of Goa Ltd., Honda, Sattari, Goa** which is a Joint venture of TATA MOTORS LTD. AND EDC, Goa in H.R. Department from 9<sup>th</sup> March 1998 till 8<sup>th</sup> March 1999 for 1 year reporting to **Officer (Personnel).**

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## SKILLS

- General Administration, Recruitment Process, Good Organizer, Fast learner.
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## HOBBIES

- Reading, Writing articles and poem, gardening. Playing Cricket & Chess.
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## DECLARATION:

I hereby declare that the above details are true and complete to the best of my knowledge and belief.

Place: Parvari – Goa

[Rajaram Suresh Sandye]