

GANESH ASHOK AUTI

7620712669 | ganeshauti004@gmail.com | <https://www.linkedin.com/in/ganesh-auti-5a593a2a7/>

PROFESSIONAL SUMMARY

To seek and maintain a full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

SKILLS

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|--------------------------|---------------------------|
| • Time Office Management | • Recruitment Management |
| • Payroll Coordination | • Housekeeping Management |
| • Canteen Management | • Security Management |
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WORK HISTORY

sep 2025 to

HR Admin

Current

SWIFT TECHNOPLAST PVT. LTD – MIDC, SUPA.

- CONTRACT LABOUR MANAGEMENT
- TO CHECK DAILY SECURITY REPORTS
- CONTROLLING ALL HOUSEKEEPING
- REPORTING DAILY MANPOWER INCLUDIND CONTRACTORS •
- CONTROL BIOMETRIC ATTENDENCE, LEAVE MANAGEMENT
- CALCULATION OF MONTHLY ATTENDENCE AND OVERTIME OF CONTRACTOR
- LINE UP INTERVIEW WITH CONCERN DEPARTMENTAL HEAD
- COLLECTION OF ALL CONTRACTORS BILLS WITHIN TIME
- MAINTAIN HYGINIC-DRINKING WATER, WASHROOM
- MIS REPORTING

EDUCATION

06/2025	Bachelor of computer Application : New arts Commerce & Science College Parner.
06/2022	7.55 HSC New arts commerce & Science College Parner.
06/2020	60.00 SSC Senapati Bapat Vidyalay , Parner. 78.60

CERTIFICATION

MS-OFFICE

MS-CIT

TYPING

ADDITIONAL INFORMATION

- PERMANENT ADDRESS- A/P- Parner, Tal- Parner, Dist.-A. NAGAR
 - DATE OF BIRTH- 04/05/2004
 - SEX-MALE
 - HOBBIES-LISTENING TO MUSIC, DRIVING.
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