# Vivek Jadhav

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## Professional Summary

Highly motivated Management graduate with hands-on experience in Human Resources and Customer Relationship Management. Skilled in recruitment, onboarding, payroll support, and customer engagement. Strong analytical, communication, and leadership abilities with a proven ability to manage operations and build positive stakeholder relationships.

## Work Experience

HR Associate | GlobalBees Brands Pvt Ltd | Jan 2025 – Present

- Managed end-to-end recruitment and onboarding process including candidate screening, document collection, and induction.  
- Maintained manpower tracker, daily attendance, and monthly input sheets.  
- Coordinated with vendors and provided support during payroll activities.  
- Prepared monthly ad-hoc reports and handled day-to-day office activities.

Customer Relationship Executive | Bharat Petroleum | May 2024 – Nov 2024

- Handled customer relationship management and resolved client queries effectively.  
- Assisted in dealer engagement, enrollment of new customers, and cold calling.  
- Maintained daily sales records and ensured smooth operations between customers and dealers.

## Education

Bachelor of Management Studies (BMS) | B.K. Birla College of Arts, Science and Commerce [Autonomous] | 2021 – 2024 | CGPA: 8.30

Higher Secondary Education | B.K. Birla College, Kalyan | 2019 – 2021 | 83.14%

Secondary School Certificate | Balak Mandir Sanstha English Medium School, Kalyan | 2019 | 79%

## Skills

- Recruitment & Onboarding  
- Payroll Support  
- Customer Relationship Management  
- Analytical & Problem-Solving Skills  
- Warehouse & Material Management  
- Proficiency in MS Excel  
- Teamwork & Leadership  
- Time Management & Public Speaking