

SANDIP ZAWARE

HR Executive

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📍 Ahilyanagar 414103

PROFESSIONAL SUMMARY

MBA and Law professional specializing in Human Resources, with expertise in HRMS system implementation and optimization. Recognized as a key contributor across organizations, combining strategic leadership with collaborative skills to drive operational excellence and continuous growth.

WORK EXPERIENCE

HR Executive

Spectrum Electrical Industries Ltd.Mumbai | Mar 2025 - Present

- Successfully implemented and managed Savior HRMS across the organization.
 - Drafted and enforced HR policies aligned with system and compliance standards.
 - Managed onboarding, documentation, asset allocation, and credential setup.
 - Handled employee lifecycle processes including profile updates and deactivation.
 - Administered attendance, leave management, overtime, and shift scheduling.
 - Generated payroll and audit reports to support accurate salary processing.
 - Conducted HRMS training sessions and provided ongoing technical support.
 - Ensured data accuracy, confidentiality, and proper HR documentation management.
 - Coordinated with cross-functional teams to improve HR operational efficiency.
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HR Executive

AproSyst Technology Pvt Ltd.Pune | Dec 2021 - Feb 2025

- Worked on client projects including on-site assignment in Dubai for SAP implementation.
- Developed SOPs, process flowcharts, diagrams, and project documentation to streamline operations.
- Managed end-to-end HR operations including employee onboarding, including joining formalities, issuing letters, preparing salary structures, and asset allocation with proper record-keeping.
- Oversaw daily HR operations and prepared monthly payroll reports.
- Provided technical and functional support to clients for UKG attendance software, including attendance, leave, overtime, and shift scheduling.
- Configured the software according to client requirements and ensured smooth operational support.

EDUCATION

- **LLB**

Savitribai Phule Pune University | 2024-2025

- **DLL&LW**

Savitribai Phule Pune University | 2020-2021

- **MBA (HRM & PHM)**

Savitribai Phule Pune University | 2020-2021

- **BBA (Finance)**

Savitribai Phule Pune University | 2018-2019

- **HSC**

Maharashtra State Board | 2014-2015

- **SSC**

Maharashtra State Board | 2012-2013

TECHNICAL SKILLS

- SAP SuccessFactors EC
 - UKG (Kronos)
 - True IN
 - Savior
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LANGUAGES

- English
- Hindi
- Marathi