MILIND VASANT SOVANI 

Mobile: 9810870688, E-mail: mvs\_62@rediffmail.com

**In pursuit of Experience and Professional Qualification, enhancing opportunities in the field of Financial Analysis , Cost Control , Inventory management with an organization of repute preferably in Delhi/ NCR/ Gurgaon / Noida**

**CAREER OVERVIEW**

* A wide 30 years experience in Railway Job achieved experience of varying nature of work.
* Presently working with Sunder Lal Jain Charitable Hospital as HR & Finance Manager.
* Always willing to work to get new opportunities. Keen to become & remain reliable & faithful.

**EXPERTISE SPHERE**

* **Work Load Management :**
	+ Precisely done with pre- planning taking in to consideration of future requirement. However if situation change immediate steps to be taken to attend unexpected situation.
	+ Keeping up to date with my job and be prepared along with colleagues to complete the task in stipulated time.
* **Team Management:**
	+ Leading, motivating and mentoring the team members to ensure procedural compliance and minimising staff queries.
	+ Resolving interpersonal issues & working towards a harmonious work environment.

**EMPLOYMENT CHRONOLOGY**

**Aug -2011 to Till date. S.L.J. Hospital HR - Manager.**

* Attendance, Leave, Staff Grievances, Medicine & Investigation Cards, Disciplinary proceedings.
* Salary Bills for 550 employees classified in to eight categories, EPF, ESI, TDS deduction and statutory compliance. Payment of Bonus as per bonus act.
* Recruitment , Induction , Pre – Recruitment health check –up, Training of staff of varying type.
* Helping CFO and Feed back to management regarding Cash Flow specially balancing of Cash & Bank Receipt & payments.
* Finalising settlement of Resigned staff of all categories including Gratuity & Commutation. Attending quarries and drafting replies to Government and other external entities including bank.
* Helping management to gather relevant documents to be submitted to bank for getting Loan / Credit facilities for Capital Expenditure.
* Attending Court / Tribunal to help Panel Lawyer in connections to employee related court cases.
* Attending work related to Statutory Auditing.

**May -1994 to July – 2011. Railway Board – New Delhi Communication Asstt.**

* Communication of Classified information under the close supervision of Ministry of Defence.
* Office work , Correspondence , Touring for inspection , Liaison work with Zonal Railways & Divisions

**Feb -1985 to May -1994. Western Railway (Engineering Deptt.)– Mumbai & Valsad Office Asstt.**

* Worker’s Wages bills, Leave Record, Passes to staff.
* Procurement of all sort of material for Track & Bridges maintenance.
* Obtaining Financial Concurrence for Capital & Revenue Expenditure.
* Work related to Speed Restriction, Traffic Regulation, Power Block, Line Block.
* Correspondence & Documentation in connection to Material shifting, Material at Site Account.

 **NOV -1980 to Feb -1985. Western Railway (S & T Deptt.)– Mumbai**

* Initially appointed in connection to daily passengers grievances , Station public address system, passengers quick ticket vending through mechanical devise.
* Initial work in connection to Material procurement , employees related work , internal procedural work is penetrated during this period

**Significant Highlights:**

* Received Award from Western Railway’s Engineering department in connection to work of Replacement of early steel girders of Bridges on Rajdhani Route.
* Received Award from Railway Board in connection to reducing time for transmission of classified information.

**SCHOLASTICS**

* Pursuing Company Secretary professional course.
* Passed Final Exam of Institute of Cost Accountants course in the year 2008.
* Passed B. Com in the year 1987.
* Passed Government Commercial Diploma in the year 1984.
* Passed Matriculation in the year 1978.
* Have good working knowledge of Computer including MS –word , Excel & internet.

**TRAINING UNDERGONE**

* Attended Five weeks Training arranged by Ministry of Defence in the year 1992.
* Attended Two weeks Training arranged by Ministry of Defence in the year 2010.

**PERSONAL DOSSIER**

Date of Birth : 05th DEC 1961

Permanent Address : B-62/A, Ashok Vihar, Phase – II Delhi-110052.

Language Proficiency : English Marathi and Hindi

Marital status : Married