

ANSHUMAN DAVE

(Manager & Grievance officer)

anshumandave2929@gmail.com

+91 -8770487822

EDUCATION

From 2020 to 2022
Master's Degree in computer
Application.
(From Shri Shankaracharya college)

From 2017 To 2020
BCA (Bachelor of computer
Application).
(From Hamchand Yadav University)

SKILLS HIGHLIGHTS

Manufacturing Documentation.

Proficient in Microsoft Office Suite

Decision-making

Budget Management

Team Management- Cost Reduction

PROFESSIONAL HIGHLIGHT

Experience in a variety of
industries or settings

Excellent communication and
interpersonal skills

Ability to work independently and
as part of a team

Ability to remain calm and
professional under pressure

Analyze production data and
optimize for efficiency.

Developed and implemented a
new grievance process that
resulted in a 20% decrease in the
number of grievances filed

Successfully resolved over 90% of
employee grievances during my
previous role

PERSONAL DETAILS

Passport No: T8752737

Expiry Date: 27/11/2029

D.O.B: 29/03/1998

Marital Status: Single

Nationality: Indian

PROFESSIONAL SUMMARY

I'm a Manager & Grievance Officer with a passion for creating quality, secure manufacturing. I have been working in the industry for over 3.5 year plus & responsible for overseeing the grievance process and ensuring that all employee complaints are handled in a fair and timely manner.

Executing manufacturing strategies to meet customer and business requirements for safety, quality, performance, cost and delivery targets.

WORKING EXPERIENCE

JAIVI SPECIALITIES PVT LTD

Feb'2020 to Till Date

JOB DUTIES

Seek to resolve the grievance, in a transparent and impartial manner.

Create the system.

Hold the formal meeting. Assure products meet quality standards.

Review the situation, Ensure production stays on schedule.

Trained staff on the grievance process.

Conducted investigations into complaints.

Negotiated settlements with complainants.

Quantify your accomplishments whenever possible.

Maintained accurate records of the grievance process.

Meet the deadlines of individual production tasks during shift.

Responsible for overseeing all aspects of the day-to-day operations of manufacturing process.

committed to resolving workplace disputes in a timely and efficient manner.

To resolve workplace disputes in a way that is fair to all parties involved. This may involve mediation, arbitration, or other conflict resolution techniques.

Developed and implemented policies and procedures for the grievance process.

REFERENCES

Available on Demand