### DHARMESH TIWARI

### Mobile: +91 7878954268

### ttiwaridharmesh@gmail.com

**SUMMARY**

A Dynamic Human Resource Professional with rich experience in Campus and in house Recruitment, Payroll, Employee Engagement, Training and Development etc. Have a great work exposure in domains like Manufacturing Industries.

**WORK EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| **Name of the organization** | : | **Vodafone India Services Pvt Ltd** |
| **Post Held** | : | HR Executive |
| **Duration of the work** | : | From June 2022 till present |
| **Roles & Responsibilities** | : | Taking care of complete Recruitment and On Boarding activities post offer release and make sure candidate gets smooth on boarding experience. RTH completion, Filling Joining Booklet and ONB data collection. Coordinating with, stakeholders and candidates for their joining formalities. |

|  |  |  |
| --- | --- | --- |
| **Name of the organization** | : | **Mehta Cad Cam systems Pvt. Ltd.** |
| **Post Held** | : | HR Executive |
| **Duration of the work** | : | From March 2021 till June 2022 |
| **Roles & Responsibilities** | : | On Boarding Employees, Conduct Induction Program to New Joiners, Campus Hiring, Recruitment, Attending Government Job Fair, Managing Leave and Attendance Database, Grievance Handling, Executing Payroll Process, ESIC and EPFO. Designing and Executing Employee Engagement Activities, Exit Formalities. Managing, Executing and coordinating Training Programs, Grievance Handling, Maintaining Database of Employees Leaves, Maintaining Training Database. Maintaining Factory Registers, Implementing HR Policy in Factory and HO. Provide support to employees in various HR-related topics and resolve any issues that may arise. |
| **Name of the organization** | : | **JetMobility Pvt Ltd** |
| **Post Held** | : | Operation Executive |
| **Duration of the work** | : | From October 2017 till September 2020 |
| **Roles & Responsibilities** | : | Daily Operational Work, Vendor Management, Handling Client Queries, Managing service quality, Vendor Booking Allocation, Vendor Invoicing, Petty Cash Handling, Making Monthly Invoice Statements, Bills Verification, Invoice Generation, Payment Follow-ups, Petty Cash, Branch costing. |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Name of the organization** | : | **Berggruen Car Rentals Pvt Ltd** |
| **Post Held** | : | Operations Executive |
| **Duration of the work** | : | From Jan 2017 to October 2017 |
| **Roles & Responsibilities** | : | Operational Work, Vendor Management, Handling Client Queries, Managing Service Quality, Vendor Booking Allocation, Vendor invoicing, Petty Cash Handling, Making Monthly Invoice Statements, Bills Verification, Invoice Generation, Payment Follow-ups, Petty Cash. |

**EDUCATIONAL QUALIFICATION**

* Completed **PGDM in Human Resource Management** from B.K. School of Professional and Management Studies, Gujarat University, Gujarat.
* Completed **Bachelors in Commerce** From Asia Pacific Institute of Management, Gujarat University, Gujarat.

**AREA OF SPECIALIZATION**

* Human Resource Management.

**COMPUTER SKILLS**

**1** Windows XP

**2** MS-Office

**3** Internet Browsing

**4** Naukri.com

**5** Apnajob.com

**6** Mehtatrack and Tankhwapatra

**PERSONAL INFORMATIO**

* **Full Name-** Dharmesh Tiwari**.**
* **Contact No.-** +91 7878954268
* **Nationality-** Indian
* **Date of Birth-** 06th June 1996
* **Marital Status-** Unmarried
* **Gender-** Male
* **Mother Tongue-** Hindi
* **Other Language-** English, Hindi, Gujrati
* **Hobbies-** Travelling, Bike Riding**.**

**Declaration- I hereby declared that above information is correct & true.**

**Place- Pune Yours faithfully**

**Date- (Dharmesh Tiwari)**