

Curriculum Vitae

Ranaware Rupali Dilip

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Address : At/post Phadtarwadi (Jinti) **Tal:** Phaltan **Dist :** Satara **Pin -415523**

Profile

Objective:

To secure a Human Resources Executive position in an organization that will allow me to utilize my experience in employee relations, recruitment, and organizational development..

Educational Qualification

Degree	Institute/College/School, Location	University/Board	Percentage	Year of Passing
MBA(HR)	Shrimant Jayshreemaladevi Naik Nimbalkar Institute of Management Studies Phaltan	Shivaji University Kolhapur	68.28	2020
BSC (Chemistry)	Mudhoji college ,Phaltan	Shivaji University Kolhapur	69.64	2018
HSC	Malojiraje Sheti vidyalaya &Jr college , phaltan	Kolhapur Board	55.23	2014
SSC	Jyotirling Madhyamic Vidyalay, Phadtarwadi	Kolhapur Board	70.73	2012

Key Skills

Proficient or familiar with a vast array of concepts and technologies, including:

Professional Skills:

- Confident and Determined.
- Excellent Communication Skills
- Strategic Thinking
- Leadership Quality
- Decision Making
- Adjustable

Technical Skills:

MS-CIT- 2014
Advance Excel -2019

Work Experience

Company Name : GSINFOTECHVIS PVT.LTD. Baramati.

Designation : HR

Duration : 1 April 2023 to Present

❖ Recruitment process-

- Developing Job description with the help of Departmental HODs, person Specification, Providing prepare job Adverts, checking application form, shortlisting as per job description match with profile, calling, arranging interview, interviewing, selecting candidate, documents checking, making personal record.
- Make sure all employee files are safely with care.
- Issue Offer Letter & Appointment Letter
- Uniform, I card, visiting card.

❖ Employee separation

- Making all clearance from employee after Resign, Prepare for full & final settlement of employee,
- Issue Experience Letter/Relieving Letter

❖ Performance Appraisal-

- Calculate CTC with the help of Accounts Department

❖ Attendance and Overtime Management :

❖ New License registration of PF, ESIC, PT, LWB:

- Successfully registration new licenses for PF, ESIC, PT, and LWB
- (Maharashtra & other states) ensuring legal compliance.
- Generate Employee e-Pehchan Card & Medical Acceptance Card

Academic Project :**(MBA Project):****Project Title**

“A Study of Human Resource Planning Process.”

Organization: Govind Milk & Milk Products Pvt.ltd,phaltan.**Period:** 2 months.**Extra-Curricular Activities**

- ❖ Winner in cricket college competition.
- ❖ Volunteer in Ad mad show at district level competition.

Personal Information**Date of Birth:** 19/11/1996**Gender:** Female**Marital Status:** Single**Language Proficiency:** Marathi, English,& Hindi.**Hobbies :** Music, Cooking.

Declaration: I hereby declared that all above information is true and correct to the best of my knowledge.

Place: Phaltan**(Rupali Dilip Ranaware)**

