

Swapnil Kailas Dabhole

Mail Id: swapdabhole@gmail.com

Phone (M): +917387711428



Profile

Driven and decisive Assistant Manager HR offering more than Decade years of experience managing human resources teams to deliver compliance, personnel communication and workforce programs. Flexible and focused with expertise in recruitment and retention, mediation, staff training and development and complex problem resolution. Develops and implements HR strategies and initiatives aligned with overall business strategy.

Exercise a high degree of discretion, mature judgment, and tact in handling issues of a sensitive nature.

Key Deliverables

Handled End to end recruitment
Onboarding and Documentation
Leave and Attendance Management and HRMIS
Payroll Process and policy making
Employee grievance handling
UL tracking & RAG generation
Performance review program
Cost savings strategies
Motivation, counselling, Guidance, Bounding
Inventory management & records maintenance
SOW & SRF Generation & Client Interaction
Employee's retention, Relations &
employee Engagement
Motivation, counselling, Guidance, Bounding
All other HR and admin responsibilities

Skills

- Manpower Sourcing
- Hiring and Onboarding
- Exit Interviews and Processes
- Performance Management Systems
- HRMIS & Report generation
- Consultation & Interaction
- Documentation & Filing
- SRF & SOW Generation
- Payroll & Leave attendance management

Experience

Company Name: Nitor Infotech

Role: Sr. Lead HR

Duration: Mar 24 – Till Date

Company Name: Robotico Digital LLP.

Role: Assistant Manager HR

Duration: July 2022 – Feb 2024

Company Name: EOS, Pvt. Ltd.

Role: Assistant Manager HR

Duration: Feb 2022 – Jun 2022

Company Name: IT Cube Solutions Pvt. Ltd.

Role: HR-Executive

Duration: Dec 2015 – Feb 2017

Duration: Feb 2018 – Feb 2022

Company Name: RSB InfoTech.

Role: HR-Executive

Duration: Feb 2013 – Oct 2015

Company Name: Keen Placements

Role: Recruiter.

Duration: Nov 2010 – Feb 2012

- Time management.
- Written and verbal communication.
- Organization and prioritization.
- Leadership and team-building.
- Forecasting Employment Needs
- Regulatory Compliance
- Health and Safety Programs
- Cross Functional Collaboration

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Education

- 2015 M.B.A., Balaji College Pune.
- 2012 B.B.A., Balaji College Pune.
- 2006 HSC, Vidya Mandir Jr. College Islampur.
- 2004 SSC, Islampur High-school Islampur.

Personal Vitae

Date of Birth: 11th November, 1988

Languages Known: English, Hindi, Marathi, Gujrathi & Marwadi

Hobbies: Socializing, Music, Traveling

Current Address: Fl.No. 6, Ganesh Gayatri Complex,
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