

CURRICULUM VITAE

Prabhavati Shodhan Dherange

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OBJECTIVE

My objective is as a HR qualified professional would love to explore complete range of HR functions using qualification & on experience in the organization of repute.

SUMMARY OF PROFESSIONAL EXPERIENCE

Having more than 8 years of experience in the function of HR, IR, Administration, Facility Management.

Profile Detail : Core HR

HR Management - Managing complete HRM functions

- 1) Manpower Budgeting, JD preparation
- 2) Recruitment, Sourcing (Referral, Naukri Portal, Indeed, Advertisement), Onboarding
- 3) Attendance & Payroll Management, FNF
- 4) Statutory Compliance (PF, ESIC)
- 5) Documentation
- 6) HR Policies & ISO Implementation.
- 7) Performance Management – Evaluation, KRA/KPI
- 8) Training & Development activities -5S, Quality, Skill, Motivation
- 9) Employee Engagement Activities - PMS

Administration Management

- 10) Employee's Insurance - Mediclaim
- 11) Event Management
- 12) Vendor Management - Contract

IR Management

Employee's counselling & Developing Good Employee Relation, Ensuring Periodical Meeting with workers and giving feedback to management maintaining cordial employee relations in the company.

Key Skill:

- Talent Acquisition
- Payroll Engagement
- Employee Management
- Performance Management
- Attendance Management
- Statutory compliance
- Training & Development
- Event Management

WORK EXPERIENCE:

Sr. No.	Name Of The Organization	Position	Reporting	Duration
1	HYT Engineering Pvt. Ltd.	Asst. Manager HR	CMD	Feb 2023 Till
2	RMK Group Of Companies - (A. RMK Infrastructure Pvt. Ltd. - Construction B. METJOY Technologies Pvt. Ltd. - Manufacture (Fabrication) C. RMK Spaces - Industrial Projects Group Of Companies)	Asst. Manager HR	Head HR & MD	Jan 2017 To Feb 2023
3	Pioneer Hospital	HR Executive	HR Head & Director	Jul 2015 To Dec 2016

Implementation & Evaluations:**RMK Infrastructure Pvt. Ltd.**

ERP Software, Greyt HR Software, Health Check-up campfor the worker, Motivation Training.

Pioneer Hospital

ISO Documentation 5S “Quality” For NABH Process

EDUCATION DETAILS

Sr. No.	Degree / Diploma	University	College Year Of Passing
1	MPM (Master Personnel Management)	Pune University	Pratibha Collage, Chinchwad (Year 2014 – 2016)
2	DLL (Diploma Labour Law & Labour Welfare)	Pune University	SNBP Morwadi Pimpri (Year 2018-2019)
3	Bachelor Science (Physics + Computer Science)	Mumbai University	Vikas College, Vikholi (E) (Year 2005 – 2008)

Current CTC is 6,72,000/- Per Annum

PERSONAL DETAILS

Date of Birth : 4th Aug 1987

Gender : Female

Marital Status : Married

Address : Vansh Reality, Near Indrayani College, Talegaon Dabhade
Pune Pin 410507.

Language Known : English, Hindi & Marathi

I Hereby Declare That Above Information Is True To Best Of My Knowledge & Belief.

Place: Pune

Signature

Date:

Prabhavati Shodhan Dherange