

CURRICULUM VITAE

Mrs.Dhanashri Digambar Inamake.

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Location preference: Pune

OBJECTIVE

To secure a position in an organization that can give me an opportunity to explore new skills. and exploit my knowledge and experience in the interest of the organization.

EMPLOYMENT DETAIL

❖ HR Consultant - **IGT Solutions Pvt Ltd** (Current Working)

WORK PROFILE

- Managed end to end onboarding, documentation process for leading aviation & E-Commerce clients like Expedia, Lufthansa, Air India, Agoda etc.
- Worked in Success Factors Onboarding Reporting modules.
- Maintained and updated employee database.
- Initiated Excel macro-based process for sharing appointment letters for all new joiners.
- Handled internal/external Background Verifications along with clearing BGV Insufficiencies.
- Identified and resolved process issues to encourage smoother procedures, more efficient workflow and overall business growth Manage and archive quality documentation and participate in internal and external quality audits.
- Resolved salary-related queries for all employees.

❖ Previously worked as HR Executive in **Rahitech IT Solution Pune.** (Oct 2021 to Mar 2022)

WORK PROFILE

- Communicating with operation managers to identify job vacancies and the technical requirements for those jobs.
- Sourcing of matching profiles through various Job Portals (Naukri/LinkedIn etc.) / Cold Calling / Job Advertisement / Resume Databank.
- Screening applicants for competency with the job requirements.
- Arranging telephone, video, or in-person interviews.
- Assessing applicants' knowledge, skills, and experience to best suit open positions.
- Performing background and reference checks.
- Presenting the resumes of the most suitable candidates to the hiring manager.
- Offering job positions and completing the relevant paperwork.

- Tracking status of job application and updating applicants on status of their application.
- Handle the administration part of the organization.
- Onboard new employees to become fully integrated.
- Monitor and apply HR recruiting best practices.

EDUCATION QUALIFICATION

- MBA - HR from JSPM Nerhe Technical Campus, Pune in 2019.
- BCA from College of Computer Application for women, Satara in 2017.
- HSC from Maharashtra State Board in 2013.
- SSC from Maharashtra State Board in 2011.

ACADEMIC PROJECT DETAILS

Final Project

- To Study Awareness about Mediclaim Policy Reference to Satara District.

Summer Project

- Comparative Analysis of Job Portals And Its influence with Reference to Recruitment Process.

COMPUTER SKILLS

MS-CIT, MS-Office.

OTHER ACHIEVEMENTS

- Qualified for Final Round of Youth Competition in Mime.

PERSONAL INFORMATION

Date of Birth: 24 June 1996.
Gender: Female
Marital Status: Married
Language Known: English, Hindi, Marathi.

Mrs.Dhanashri Inamake.