

**Amruta Dhurgude**

Pune, India

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**Professional Summary**

Detail-oriented and dedicated HR professional with over a year of hands-on experience in recruitment, onboarding, and HR operations. Demonstrates strong communication skills, multitasking abilities, and a quick learning aptitude. Adept at managing candidate relations, conducting interviews, and handling HR systems efficiently. Seeking to leverage my expertise to contribute to a dynamic HR team and drive organizational success.

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**Professional Experience****HR Junior Associate**

*Automatic Infotech, Pune*

*May 2024 – Present*

- Posted job openings and sourced candidates through various channels.
- Conducted telephonic interviews and assessed candidate suitability.
- Explained job roles and responsibilities to candidates clearly and effectively.
- Coordinated interviews and followed up with candidates to ensure smooth scheduling.
- Managed onboarding and offboarding processes.
- Maintained positive relations with candidates and HR personnel.
- Administered HR systems and managed related tasks.

**HR Executive Trainee**

*RJ Global Solutions, Hyderabad*

*January 2022 – March 2022*

- Screened candidates through telephonic interviews and assessed their fit for various roles.
- Provided detailed job descriptions to candidates and addressed their queries.
- Coordinated with job applicants and followed up on interview status.
- Managed candidate relations and ensured a positive experience.
- Assisted with job application processing and responded to candidate inquiries.
- Reported operational developments to C-Level Management.

**HR Trainee**

*IFORTIS WORLDWIDE*

*November 2021 – December 2021*

- Posted job vacancies and sourced candidates through multiple platforms.
  - Assisted with the onboarding process for new hires.
  - Managed project allotment and team coordination.
  - Facilitated exit formalities and ensured smooth transitions.
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## Education

- 2020-2023 MBA(HR) from Dr.BAMU, Aurangabad 83.2%
  - 2024-2019 B.Sc. from Dr.BAMU, Aurangabad 65.03%
  - 2014 HSC from State Board (Maharashtra) 52.92%
  - 2012 SSC from State Board (Maharashtra) 73.20%
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## Technical Skills

- MS Office (Word, Excel, PowerPoint)
  - Tally ERP
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## Key Strengths

- Excellent communication skills.
  - Ability to multitask and manage multiple priorities.
  - Quick learner with a focus on effective outcomes.
  - Target-oriented and detail-focused.
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## Hobbies

- Cooking
  - Listening to music
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## Personal Details

- **Date of Birth:** May 17, 1997
  - **Languages Known:** English, Hindi, Marathi
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## Declaration

I hereby declare that all the information provided above is true and accurate to the best of my knowledge.

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**Place:** Pune

**Date:** August 25, 2024

**Signature**

Amruta Dhurgude