

VIDYA DHANAWADE

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♥Address: Kundan Nagar, Dapodi, Pune-411012

CAREER OBJECTIVE

More than 9+ years of experience in the field of HRM & Recruitment.
Seeking a responsible career in an organization where I can utilize my skills, knowledge to work at my level best. To grow with the organization and deliver best possible services. Work hard to achieve the corporate targets and goals keeping in view the corporate mission and vision.

EXPERIENCE

Empire IT Experts **HR Manager**

Moshi, Pune
25th April. 2023- Till Date

- Directly working with company director.
- Overall responsibility of man power planning and recruitments process.
- Rolling out offer letter & appointment letter, confirmation letter, increment letter, appraisal letter, Onboarding & Joining Formalities.
- Developing the induction programs for the new recruits.
- Co-coordinating with finance department for processing of payments to employees.
- Identifying the training needs, developing training programs to ensure constant learning and development of employees.
- Establishing a proper organizational structure.
- Developing and implementing disciplinary policies.
- Developing the exit process for the employees.
- Dealing with the final settlement of employees when they leave.
- Maintaining good internal communication within the company.
- Developing various reports for management which make it easy to make decisions regarding the current resources.
- Strong analytical, problem-solving and decision-making capability.
- Employee Attendance, Salary, Employee engagement Activities.

ITONE INFORMATION TECHNOLOGY PVT. LTD. **Sr. IT Recruiter**

Pune IT Park, Aundh, Pune
15th Nov. 2021- 31st March 2023

- Handling the end-to-end Recruitment Life-Cycle process & talent acquisition for ITOne and AutoOne
- Determining selection criteria, hiring profiles, and job requirements for vacant positions.
- Documenting processes and fostering good relationships with potential candidates and past applicants.
- Expertise in Entire Recruitment Life Cycle from Sourcing, Screening, Selection, salary Negotiations,
- Conducting preliminary interviews and scheduling interviews
- Posting jobs on different job portals according to the needs and requirements.
- Conducting telephonic, Video, face to face interviews.
- Getting the tasks completed in time.
- Experience in handling the team.
- Coordinating with technical department for future management.
- Interacting with Clients for understanding the requirements based on the client projects.
- Coordination between the candidate and the client for interview scheduling
- Onboarding & Joining Formalities
- Off-Boarding & Exit Formalities
- Rolling out offer letter & appointment letter
- Employee confirmation letter, increment letter

INCREMENTAL APPLICATIONS PVT. LTD.***Sr. IT Recruiter*****Karve Nagar, Pune****Oct 2020– 30 August 2021**

- Complete knowledge of Full Life-Cycle recruiting including Screening, Short listing, Interviewing and Placing candidate as per the requirement.
- Job posting on Naukri and LinkedIn
- Good understanding of various IT Technologies and emerging Technologies in the marketplace.
- Work with hiring manager, HR business Partners and interview team to ensure preparedness during the interview process. Share and exchange information with all levels of management
- Source top passive talent through sourcing, cold calling, Job Portals, and social media
- Proficient in recruiting candidates from all Junior, Mid and Senior level
- Cooperating with IT managers and team leaders to fill vacancies
- Providing complete and accurate information to candidates about the company and position
- Strong analytical, problem-solving and decision-making capability.
- Onboarding & Joining Formalities
- Off-Boarding & Exit Formalities
- Rolling out offer letter & appointment letter
- Employee confirmation letter, increment letter
- Employee engagement Activities.

SHRISUMAN SOFTWARE SOLUTIONS***IT Recruiter*****Kothrud, Pune****March 2018– Oct 2020**

- Involved in end-to-end IT Recruitment cycle Screening, Short listing, Interviewing and Placing candidate as per the requirement.
- Schedule initial interviews and follow up interviews for successful candidates
- Providing complete and accurate information to candidates about the company and position
- Build and maintain relationships with hiring managers, senior executives and candidates, act as a business partner with a consultative approach
- Skilled in handling the Clients in an excellent way and keeping them happy by providing the best service.
- Documentation of the new joiners and arranging their induction.

ALPINE VALLEY***Admin & HR Executive*****Kothrud, Pune****March 2013– August 2016**

- Screening, Short listing, Interviewing and Placing candidate as per the requirement.
- Coordinating with various departments for the requirement.
- Documentation of the new joiners and arranging their induction
- Maintaining the accurate attendance of the employees.
- Orientation, On-Boarding and Employee Relations
- Evaluation of the performance of the employees.
- Conducting various HR activities to motivate employees.

SALUNKE DEVELOPERS***Admin & HR Executive*****Kothrud, Pune****June 2009 to Dec. 2011**

- Carrying out clerical duties such as answering phone calls, responding to emails, and preparing documents, including office correspondence
- Maintaining the accurate attendance of the employees
- Documentation of the new joiners and arranging their induction
- Evaluation of the performance of the employees.
- Conducting various HR activities to motivate employees.
- Welcoming visitors and directing them to the relevant office/personnel..
- Coordinating and managing appointments, meetings, and the conference room.
- Maintaining general office files, including job files, and other files related to the company's operations.

TECHNICAL SKILLS(Software)

SKILL SUMMARY

- Framework : Ionic, spring
- Scripting Languages : Angular JS, JavaScript
- Languages : C, C++, Core Java, JSP, Servlet
- Web Technologies : HTML, CSS ,Bootstrap
- Web Server : Apache Tomcat 7.0.
- Database : MYSQL,SQL
- Editor : Atom, Bracket, Sublime, Eclipse

EDUCATION

DIPLOMA

Diploma in Comp. Engg. (Tilak University)

SATARA (MH)
2009

- Completed from Gaurishankar College Satara with **First class**.

JR. COSCLLEGE

H.S.C. (Kolhapur Board)

Kolhapur (MH)
2005

- Completed from Venna Junior College Medha, with **49.33%**.

SCHOOL

S.S.C. (Kolhapur Board)

Kolhapur (MH)
2001

- Completed from Kranti Vidhyalaya School,Sawali with **53.00%**.

CERTIFICATION COURSES

- Ionic, Angular JS 6 Month Internship from Enclave Engg. Services Pvt. Ltd.
- Core Java, Advance Java Course from Concept Learning Center Pune.
- Specialization courses of C, C++ programming from Rajguru Computers Satara.

PERSONAL STREANTH

- Passionate and Hard Working, Leadership, motivate to learn things, Interactive & creative, Interpersonal skill, Team work.

PERSONAL DETAILS

- **Name** : Vidya Shrirang Dhanawade
- **Date of Birth** : 17 Nov. 1985
- **Nationality** : Indian.
- **Languages known** : Marathi, Hindi , English

DECLARATION

- I hereby declare that all the information provided by me in this application is factual and correct to the best of my Knowledge.

Place: Pune

Yours faithfully
Vidya Dhanawade