**Deepali M. Bhattad**

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Aspiring for challenging assignments in Human Resource Management with an organization of repute ~ Skilled in identifying & hiring through various sources, handling end-to-end recruitment cycle and maintaining cordial relationship with the employees

**PROFILE SUMMARY -**

• A dynamic HR Professional with over 6+years of experience in Recruitment, Resourcing & Development, Performance Management and Administration

• Proficiency in manpower management & recruitment process entailing resume generation, screening and short-listing with appropriate compensation

• Experience in implementing HR systems and policies, conducting training programs towards enhancing employee productivity and building committed teams

• Successful at motivating staff through clear communication and outstanding organizational skills

**SKILLS**–

Public Speaking, Decision Making, Recruitment and Selection, Business Planning, Communication.

Willingness to learn new things, Understanding Skills.

Team Building.

**EMPLOYMENT DETAILS -**

Dec’ 13– Till Date with **Webwing Technologies**, Nasik as Assistant HR Manager & Business Consultant

HR Manger Responsibilities:

* Interfacing with management and heads of department for implementing HR policies & procedures in line with core organizational objectives
* Managing the recruitment life-cycle for sourcing the best talent from diverse sources after identification of manpower requirements for new / existing departments.
* Executing the entire task in recruitment encompassing sourcing, screening, selection and appointment, etc.
* Carrying out induction / orientation program to the new recruits
* Maintaining employee’s documents like offer letter, appointment letter, confirmation letter.
* Maintaining yearly appraisal.
* Design and implement company policies that promote a healthy work environment
* Employee development programs.
* Solving different types of conflicts arising in an organization
* Building a relationship between employee and organization management
* Consulting with department managers over important organizational issues
* Campus recruitment planning.
* Planning and organizing events for employees.
* Exit formalities: Conducting exit interview, documentation, etc
* Administration work.

Business Consultant Responsibilities (Entry level):

* Developing a business development strategy focused on financial gain.
* Arranging business development meetings with the prospective clients.
* Attending clients gathering their requirement.
* Explaining the requirement to project manager.
* Meeting with Clients

Project Management Responsibilities (Entry level):

* Project Handling: communicating with developer, taking update from Developer, updating to client.
* Activity and resource planning.
* Organizing and motivating a project team.
* Ensuring customer satisfaction.
* Monitoring progress.
* Managing reports and necessary documentation.

Company Name :- **Industrial Radiography Services.**

Duration :- August 2012 to September 2013.

Designation :- Office Assistant

Job Responsibility: -

* Attendance of labor.
* Daily reporting to the Head.
* Maintaining daily work done on sites.
* Maintaining daily and monthly expenditure.
* Mail to clients and head.
* Documentation, Billing, Payroll.Housekeeping.

**Highlights**-

• Took various disciplinary action towards absenteeism, late attendance and other employee misconducts and successfully reduced the same

• Efficiently managed an induction session for the joiners and single-handedly steered the entire proceedings to a successful conclusion.

• Identified candidates who were potential exits in the month and successful in counselling as well as retaining them in coordination with the concerned Director.

• Created a hiring plan and was able to abide by same throughout the quarter, thereby streamlining the entire hiring and retention process for rest of the financial year

**MBA Summer Project:-**

Title : - “The Causes & Measures of Absenteeism”

Company : - Mahindra Ugine Steel Co. Ltd., Nashik.

Duration : - 2 months.

**EDUCATION -**

SSC from Pune University, 2005.

HSC from Pune University, 2007.

BCA from Pune University, 2010.

MBA(HR) From Pune University, 2013

**PERSONAL DETAILS -**

Name :- Deepali Madanmohan Bhattad.

Date Of Birth :- 27th March,1990.

Gender :- Female.

Nationality :- Indian.

Address :- Gopal Bhawan, BalajiKirana, Opp NMC Hospital, Panchak,

Jail Road, Nashik. 422101.

Contact no :- 9921774866 / 9860327705

E-mail Id :- [deepali942@gmail.com](mailto:deepali942@gmail.com)

Skype Id :- live:79ac3ef9de54de81

Hobbies :- Travelling, to make Friends.

Language :- English, Hindi, Marwadi, Marathi.

Declaration:

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief. I undertake to inform you of any

Place: Signature

Date: DeepaliBhattad