# CURRICULUM VITAE

***Dhanvantari Pawar***

**Current Location**-Nasik

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# CAREER OBJECTIVE

To secure a position in an organization this provides a challenging work environment and Allow growing both professionally and as an individual.

***WORK EXPERIENCE***

***Organization—Supreme Equipments Pvt Ltd Designation —Trainee HR***

***Joining Date—June. 2018 To Till Date***

# Recruitment & Selection:

# Recruitment and selection Process based on requirement.

* Experience in Complete Recruitment Cycle including sourcing ,screening & short listing. Profile through Job Portals, Using database or Social Networking sites, Line up and follow up with the candidate’s initial interview to joining with client.
* Posting Adds on job portals .
* Conducting one to one and staff meeting with employees for awareness of rules and
* regulations of organization and solving employee’s issues.
* Handling administrative work of the organization.
* Joining and exit formalities of employees.
* Preparation Job description As per requirement .
* Also carrying out the reference check ,background check ,documents & salary expectation for each candidate.
* Looking the entire cycle of recruitment that includes searching/sourcing potential candidates, short listing them in accordance with the company's current requirement from the various sources viz. database and networking etc.
* Screening & Short listing of resumes by evaluating the candidate’s technical skills, qualification, experience, communication skills, based on company’s requirement.
* Time office management.
* Maintaining Attendance of employees.
* Keeping track of employees Leaves.
* Drafting warning letters of not reporting employees according to case.
* Coordination with subordinates and seniors at the time of payroll.
* Handling employee’s grievances.
* Maintenance of cleanliness in the company premises.

**General Administration :**

* Managing all admin work filing documentation & maintaining different records Candidates

Data Base etc.

* Preparation & updating of reports & records for them etc.
* Office Invitatory Management.
* Office Stationary – Procurement.
* Telephone Bills.
* Electricity Bills.
* Organizing social activities for staff.
* Housekeeping, Maintenance.
* Co-coordinating with clients, all team members .
* Air ticket booking, Train ticket booking, Bus ticket bookings .

**Attendance:**

* Day to day attendance, absenteeism, late coming etc.
* Daily attendance process.
* Make Excel attendance sheet.
* Attendance Day’s calculation.

**Welfare:**

* Handling admin like maintaining breakfast, tea register.
* Looking for facility management like housekeeping.
* Any other work as may be required by the management from time to time.
* Employee Engagement activity like Preparing birthday &amp; anniversary card, birthday

celebration, etc.

* Contact potential or existing customers to inform them about a product or service using scripts.
* Answer questions about products or the company.
* Ask questions to understand customer requirements and close sales.
* Direct prospects to the field sales team when needed.
* Enter and update customer information in the database.
* Take and process orders in an accurate manner.
* Handle grievances to preserve the company’s reputation.
* Keep records of calls and sales and note useful information.

***WORK EXPERIENCE***

***Organization—Xposure Techmedia Pvt Ltd***

***Designation—Coordinator & Tell-caller***

***Joining Date—Jun. 2017 To July 2018***

# Key Responsibilities:

* Follow office workflow procedures to ensure maximum efficiency.
* Maintain files and records with effective filing systems.
* Support other teams with various administrative tasks (redirecting calls, disseminating correspondence, scheduling meetings etc.)
* Greet and assist visitors when they arrive at the office.
* Monitor office expenditures and handle all office contracts (rent, service etc.)
* Perform basic bookkeeping activities and update the accounting system.
* Deal with customer complaints or issues.
* Monitor office supplies inventory and place orders.
* Assist in vendor relationship management.

***WORK EXPERIENCE***

***Organization—Durgesh Enterprises***

***Designation—Admin***

***Joining Date— Jan 2017 To Jun 2017***

# Key Responsibilities:

* Coordinate office activities and operations to secure efficiency and compliance to company policies.
* Supervise administrative staff and divide responsibilities to ensure performance.
* Manage agendas/travel arrangements/appointments etc. for the upper management.
* Manage phone calls and correspondence (e-mail, letters, packages etc.)
* Support budgeting and bookkeeping procedures.
* Create and update records and databases with personnel, financial and other data.
* Track stocks of office supplies and place orders when necessary.
* Submit timely reports and prepare presentations/proposals as assigned.
* Assist colleagues whenever necessary.

***COMPUTER PROFICIENCY:***

* Tally ERP.9 (A grade)
* Productivity tools: MS Office.
* Knowledge about computer and internet.

***EDUCATIONAL DETAILS:***

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| --- | --- | --- | --- |
| **Examination** | **Board/ University** | **Year of Passing** | **Percentage** |
| MBA  Human Resource | Pune University | Appearing | Appearing |
| BBA  Marketing | Pune University | 2018 | 63% |
| H.S.C | Pune University | 2015 | 84.43% |
| S.S.C | Pune University | 2013 | 56.63% |

**Workshops and Seminars:**

Attended Industrial Visit in Mahindra & Mahindra Ltd in. 2017

***Personal Details***

* Nationality : Indian
* Gender : Female
* Date of Birth : 23 May 1997
* Languages Known : English, Hindi, and Marathi.
* Hobbies : Reading, Listening to music and Adventure
* Marital Status : Single

**DECLARATION**

I hereby declare that the information furnished above is true to the best of my knowledge.

# Date: - Dhanvantari Pawar

**Place: -** Nashik