**RESUME**

Name: - Dhanshree Shivaji Mohite.

Mob No.:- 7773973109.

Email id: - [dmohite97@gmail.com](mailto:dmohite97@gmail.com)

Address: - 10, Vasant Appartment, Near Sevakunj Panchavati, Nashik -03

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| **OBJECTIVE :-** |

To seek in an organization where I can grow in terms of knowledge, skills and attitude and improve my analytical abilities and professional competence in the area of “Human Resource“ so as align with self-development with organization development.

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| **PROFESSIONAL EXPERIENCE: -** |

1. **Currently Working with AUTOCOP INDIA PVT LTD as a “HR ASSISTANT” from 1st April, 2019 to 5th Feb, 2020.**

**Job Responsibilities:-**

***Recruitment & Selection***

* Preparation of full life cycle of the Recruitment Process starting for manpower requirement form department, sourcing, screening, preliminary round of interview, salary negotiation, , scheduling interviews, follow-ups, offers, and reference checks.
* Follow up with candidates to ensure acceptance of offers, joining etc and maintain a relationship thereafter.
* Preparation of offer letter, appointment letter, experience letter, salary certificate & salary Breakup.
* Conducting Induction program for new joiners.
* Collecting all necessary document Xerox copies of new employees from their respective branches and preparing their personal files.

***Legal compliances***

* Handling EPF related issues
* Handling ESIC related Issues.
* Professional tax working of Branch wise on Monthly Basis.
* Renewal of Factory & Shop & Establishment license.
* Handling Union matters
* Handling Lay-off Application Process.
* Responsible for Gratuity of left Employees
* Responsible for Full & Final Settlement (Bonus, Leave Encashment) of left Employees
* Employee Grievance handling.
* Factory Annual Return

***Employee Engagement for Motivation & Empowerment***

* Managing Employee involvement, participation, engagement, entertainment activities & Event Management.
* Arranging games Activity on every Saturday.
* Organizing Birthday Celebrations Activity on Monthly basis.
* Arranging Training Programs & Motivational Movies.
* Celebration of Indian festivals.
* Co-ordination, motivation process, grievance handling, employee satisfaction.
* Arranging health checkup and eye checkup Camps.

***Administration***

* Security Management
* Maintain Printing and Stationery
* Guest Management
* Event Management
* Company courier management.
* Responsible for Scheduling tours & travel.
* Responsible for their Air ticket booking & Boarding Pass.

**2) Worked with NITESH UDYOG as a “HR EXECUTIVE” From 1st June, 2018 to Nov, 2018.**

**Job Responsibilities:-**

***Salary and Wages***

* Create Monthly salary and wages, daily attendance, Leave Management.
* Update and maintain late coming and early going report, action against absenteeism, leave management update and maintain C-OFF,OD,OP, OT, Shift change.
* Maintain record PF, ESI, PT, Bonus, Gratuity and TDS report, advance payment, preparation of salary structure, Generate salary slip.
* Salary revision (increment/decrement), CTC monthly and yearly calculation.
* Updating date of employee resignation, date of leaving.
* Corporate Society calculations and deductions Record

***Training & Development***

* Conduct induction training to new joins
* Maintaining Training Reports & records of internal and External Training.
* Qualification Matrix, Skill Matrix and competency.
* Responsible for Training Need Identification for Executive, Staff & Operator / workman & preparation of Annual Training Calendar as well as Monthly Training Calendar & plans
* Preparing Pre-Training Assessment Tools Evaluation / Effectiveness (Written Test, Feedback form) to gauge the present & Post-Training performance levels & skills-gap.

***Security Management***

* Daily Reporting Night shift Camera’s of plants.
* Identifying & investigating who is missing from workplace from the attendance sheet of Night Shift.
* First Aid Compliance Reporting.
* Maintaining & Renewal Insurance policies of plants, staff Employees who is not under ESIC.
* Maintaining Records & policy of Fire Extinguisher

***Administration***

* Making **Purchase Order** in software from the Process of Requisition, Taking quotations, terms and conditions and tracking order.
* Company courier management.
* Records of all Factory licenses.
* Co-ordination with Accounts department.
* Maintain Printing and Stationery

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| **EDUCATIONAL QUALIFICATION:-** |

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| **COURSE** | **INSTITUTE/COLLEGE** | **UNIVERSITY/BOARD** | **YEAR OF PASSING** | **GRADE** |
| MBA (HR) | MVP’s IMRT, Nashik | Pune | 2018 | A |
| DLL & LW | MVP’s Law College,Nashik | Pune | 2018 | B+ |
| B.Com | B Y K College, Nashik | Pune | 2015 | B+ |
| HSC | B Y K College, Nashik | Pune | 2012 | A |
| SSC | Ambalal Premji Patel High School English Medium | Pune | 2010 | A |

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| **ACHIEVEMENTS:-** |

1. Certification of SCNA (Silicon valley IT Engineering Diploma course).
2. Certification of MS-CIT.
3. Certification of Tally ERP.9
4. Certification of National Conference on Indian Economy, A Gamble on Monsoon? 2017 held at IMRT, Nashik.
5. Certification of National Conference on Corporate Sustainability, 2018 held at IMRT, Nashik.

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| **PROJECTS:-** |

1. Summer Internship project on “**A STUDY ON** **ABSENTEEISM at WOCKHARDT HOSPITALS”**.60days (2months) in Human Resources
2. DISSERTATION PROJECT REPORT ON “**REWARD MANAGEMENT** at **DELTA FINOCHEM PVT. LTD”.**

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| **QUALITIES:-** |

* Hardworking in Smart way, Flexible
* Good Leadership skill
* Confident and self-Motivated
* Ability to Learn New Things Rapidly
* Believes in teamwork-key tool to achieve success.

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| **PERSONAL DETAILS:-** |

Name : Dhanshree Shivaji Mohite.

Height : 5’3”

Father’s name : Shivaji Balwant Mohite.

Date of Birth : 19/1/1996.

Nationality : Indian.

Gender : Female.

Marital status : single.

Linguistic capability : English, Hindi, Marathi.

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| **HOBBIES :-** |

Internet Surfing, Listening Music, Drawing and painting, etc.

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| **ADDRESS:-** |

10, VASANT APPT, NEAR SEVAKUNJ, PANCHAVATI, NASHIK.

**Place**: Nashik.

**Date:** / / 20

(Dhanshree Mohite)