**CURRICULUM VITAE**

**Name**: Rahul Popat Mohite.

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**Address:**a/p naitale tal: niphad dist: nashik, Nasik – 422303

**Phone No**.: +91-9823570080

## Career Objective

In Pursuit of a Valuable Position in the field of HR where I can utilize my knowledge for the achievement of organizational goals & objectives.

## Personal Strength

Hard working and enterprising, Systematic and analytical way of working, Good inter- personal relationship, Optimistic, Quick Grasping Abilities, Ability to adopt new technology

## Educational Qualifications

**MBA** with specialization in **HR** from SANDIP FOUNDATION, Savitribai Phule Pune University.(APRIL-2017)

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**B.Com** from K.K.WAGH ACS and CS COLLEGE NASHIK, Savitribai Phule Pune

University with **1ST class (2015).**

**H.S.C Commerce** from **RJSPM** College landewadi bhosari pune, Pune University with **1st class (2012).**

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**S.S.C** from **NIPHAD ENGLISH SCHOOL**. Maharashtra Board with **nd class (2010).**

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## Computer Proficiency

Gained expertise in:

MS- Windows 98 & 2000 & XP Internet & Multimedia

MS-Office 2000, 2003, 2007.

Good working knowledge in:-

MS word & MS Excel & MS power point

## PROJECT DETAILS

Completed summer internship project of 60 days at Suyojit infrastructure, nashik on the topic of Human Resource Information System.

## EDUCATIONAL ACHIEVEMENT

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**1 prize** at National level **HR Quiz** competition held at MET college Nasik 2016.

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**1 prize** at district level quiz competition held at Manila College Nasik 2015.

Won **Mr. MANAGER** title at K K WAGH college 2015.

**3rd** prize in BUSINESS TYCOON Presentation at K K WAGH college 2015. Participated as a **leader** in NSS camp 2015.

Secured **3rd rank** in B.com at K K WAGH COLLEGE 2015. Appreciation **award** by college **NASHIK**



**Work Experience**

## PRECISION INDUSTRIES NASHIK ( OCT 2016 TO JAN 2019 )

**Designation : HR Executive CURRENT COMPANY**

**SIPRA ENGINEERS PVT LTD NASHIK ( JAN 2019 TO TILL DATE)**

**Designation :HR Executive**

**Recruitment and Selection.**

Managing the complete recruitment life cycle for sourcing the best talent form diverse sources after identification of manpower requirement.

Planning of human resource requirement in consultation with heads of different functional and operational area and conduct selection interview.

## Induction and Joining Formalities.

Monitor and follow up with candidate till he or she joins, carry out joining formalities. Verified entire document.

Issuing ID cards to new joiners. Explaining HR policies and taking care of creating new official id .

induction/Orientation program for new joiners**.**

## Employee Relation and Welfare Activities.

Developing and implementing policies for employee relation and further strategy. Working to resolve employee complaints involving working condition, harassment, disciplinary action, etc.

Handling issue of the employee, making good relation with employee.

## Training and development.

Identifying and establishing training needs of various department. Arranging training need analysis for staff like motivational training Training on behavioral etiquettes, grooming.

## Payroll and Legal

Coordinated with payroll compensation of 300 employees. Responsible for time attendance, leave management for the payroll.

Maintained resignation records and ex-employee dues, unpaid leaves, salary advances etc. All kind of legal work like LICENCE RENEWAL, LABOUR CASE, ESIC CASE ETC.

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| **Personal Details** |  |
| Date of Birth | : 11 jan 1992. |
| Gender | : Male |
| Language Proficiency | : English, Hindi and Marathi |
| Hobbies | : Travelling, watching movies, playing cricket. |
| Alternate Email-Id | : [rahul.mohite192@gmail.com](mailto:rahul.mohite192@gmail.com) |

## DECLARATION

I hereby declare that the statements furnished in the resume are true and correct to the Best of my knowledge.

## Date:

**Place**: Nasik Rahul Popat Mohite.