**MR. DHULE SHARAD AHILAJI**

**Address :** Flat No.02, Om Sai Nagar, Phase No.I,

Opp. Udyog Bhavan, Near S.T. Colony, Sinnar,

Dist. Nashik, State – Maharashtra.

**Linkedin:** [www.linkedin.com/in//in/sharad-dhule-236971146](http://www.linkedin.com/in//in/sharad-dhule-236971146)

**Mobile :** 8788727020

**E-Mail :** dhulesharad@yahoo.com

**CAREER PROFILE**

* HR manager with proven career track of making positive organizational change, increasing employee satisfaction, production and retention.
* Over two years’ experience in directing full scale HUMAN RESOURCES OPERATION.

### CAREER OBJECTIVE

Maintain and enhance HUMAN RESOURCES productively in an organization, developing strong manpower, identifying talent and deploying professional development programs in order to achieve organizational goals and fulfill employees’ needs.

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# CORE COMPETENCIES

* Active listening | Critical thinking | Tact and diplomacy
* A People-Person | Persuasive | Excellent inter-personal communication skills
* Counselling and management skills.

# RESPONSIBILITIES HANDLED

* Supervising of the development, administration and implementation of all HR functions, such as: interviewing, recruitment, appraisals, training and professional development, benefits, and associate relations activities.

# RECRUITMENT MANAGEMENT

* Analysed staffing requirement and directed the recruitment process – Instructed management regarding effective interviewing techniques using human resources methods.
* Conducted interviews for all management positions and issued hiring recommendations.
* Assisted newly-recruited and existing staff and provided them with information regarding their wages and company policies.
* Organized introduction programs for newly recruited staff to motivate and educate them concerning organizational goals. ***Continues...***

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**EMPLOYMENT EXPERIENCE**

CONSTRO SOLUTIONS PVT. LTD., NASHIK, MH. **July 2018 to March 2019**

**Job Title: HR Head** (Month/Year)

PARADISE JUICE PVT.LTD. NASHIK, MH. **April 2017 to June 2018**

**Job Title: HR and Account Executive** (Month/Year)

***Job Description:***

* Knowledge of Time office function.
* Training & Development Process.
* Disciplinary Actions.
* Joining Formalities / Induction training.
* Factory Administration: Canteen, Security, Housekeeping.
* Employee Personal files upkeep.
* Contract Labor administration.
* Employee Communication: Notice Drafting in English and Marathi.
* Experience in 5 S Work Place Management.

# EDUCATION

Sir Visvesvaraya Institute of Technology, Chincholi, Nasik **July 2019 to up till**

# Master of Business Administration – Human Resource.

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G.M.D. Arts, B.W. Commerce and Science College, Sinnar, Nasik **June 2011 to Dec 2014**

# B.Com – Administration.

### COMPUTER SKILLS

* MS Office.
* Tally.
* Advanced Excel.
* Internet.

## INTERESTS

* Travelling.
* Digital photography.
* Reading Book.
* Import-Export.