

## **PROFILE**

Accomplished HR Manager with proven record in workforce management. Expertise in employee relations and strategic HR practices, driving retention and diverse hiring. Knowledgeable **HR Manager** with solid history of managing HR functions, including recruitment, employee relations, and policy implementation. Proven ability to drive organizational success through effective talent management and strategic planning. Demonstrated expertise in conflict resolution and performance management. Experienced with talent acquisition, employee relations, and policy development. Utilizes strategic HR practices to enhance organizational efficiency and employee satisfaction. Knowledge of performance management and regulatory compliance.

## **CONTACT**

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### **WEBSITE:**

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### **EMAIL:**

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# **MR.DILIP R. RATHOD.**

## **HR MANGER & TRAINER.**

## **EDUCATION-**

- Education - B.Com.
- Computer Skills.
  - **MSCIT.**
  - **MS Office (Word / Excel / PowerPoint).**
  - **Typing - Marathi and English.**
  - **Google Drive - Google Docs / Google Sheets.**
  - **Etc.**

## **WORK EXPERIENCE**

### **Unique Training Consultant at Dahanu – Corporate Trainer**

May - 2009 –feb.2019 (10 years during TRAINING)  
Self Employed - Working as Corporate Trainer May 2009 to February 2019 (Providing 10 years of training experience)

### **Sub District Hospital Dahanu. (GOVERNMENT HOSPITAL.) Data Entry Opreter**

March 2019 To 2021 (2 years during Covid-19)  
Administration - Coved Trauma Care Centre  
Employer Sub-District Hospital Dahanu: -

### **Sarom Fab Pvt. Ltd. (Post as HR Executive)**

1<sup>st</sup> October 2021 to 31<sup>st</sup> January 2023 (1 years 3 Months during) HR Department from All company policy Development /Compensation & Benefits.

## **HOBBIES**

- Listening to music.
- Reading books on positive thinking.
- Playing chess.
- Providing training and explaining the product process to those people.

## **SKILLS**

- Employee Relations.
- New employee orientation.
- HR policies and procedures.
- Recruitment Strategies.
- Performance Management.
- HR Policy Development.
- Conflict Resolution.
- Diversity and Inclusion.
- Training and Development.
- Compensation and Benefits.
- HR processes.
- Retention strategies.
- Payroll administration.
- Communication skills with employees.
- Teamwork.
- Leadership skills.
- Customer handling.
- Handling objections.
- Etc.

## **Savannah Lifestyle Pvt. Ltd. (Post as HR Manager)**

13 February 2023 to 29 January 2024. (11 Months 16 Days during)  
HR Department work Recruitment Strategies / Performance Management.

## **Marlex Private Limited (Post as HR Head)**

14 February 2024 to 6 March 2024.-(1 Months during)  
HR Department and sales Department training and Marketing Training provided.

## **South Seas Distilleries & Breweries Pvt. Ltd. (Post as Excise Executive)**

11 march 2024 To 31.08.2025 (1 years 5 Months during)

- Excise Department all Permit permission SP office Palghar Documents work./ Dispatching alcohol after getting permission from the SP office Maturation Managing a liquor warehouse. Maintaining a liquor warehouse. Etc
- Export Permit Party wise set Work Proses & Dispatch.
- IMFL Document Work Proses.
- Daily Report Statement.
- IMFL Daily Report.
- Monthly Statement.(Sub Inspector Document).
- Ghatak Nihay Mahiti Online. (PIR)
- Quarterly Challan Work Proses.
- 0.5% Maturation Statement Proses.
- Monthly EVC Submitted Proses. ETC.

## **LANGUAGE SKILLS.**

Marathi.  
Hindi.  
English (Normal)

**YOURS FAITHFULLY**  
**Mr. Dilip R. Rathod**