



# Digvijay D. Jadhav

## HR Professional



Balewadi, Pune.



7506280403 / 9890080236.



[djadhav2444@gmail.com](mailto:djadhav2444@gmail.com)



<https://www.linkedin.com/in/digvijay-jadhav-a662b91b/>

### EDUCATION

#### Bachelor of Computer Applications

Shivaji University. 2009

#### Master of Business Administration

IMED, Pune. 2011

### CERTIFICATION & WORKSHOPS

- ✓ Computer Teacher Training.
- ✓ Workshop on Statutory Compliance.
- ✓ Workshop on Compensation & Benefits.
- ✓ Workshop on Recruitment & TA.

### EXPERIENCE

Sept 12 -  
Present

#### SR. EXECUTIVE HR

##### PODAR EDUCATION NETWORK- PUNE.

- ✓ Lead in-house recruiting for Pune Region comprised of 18+ locations with 450+ employee count.
- ✓ Partner with hiring managers to discern workforce needs; define job parameters; outline desired qualifications; and source, screen, interview and select best-option candidates for IT, Civil, Maintenance, Administrative/Management, Marketing, Sales, Procurement/Purchase/Store, Accounts positions and support staff opening across all levels of organization.
- ✓ Develop job profiles and source candidates through Campus Hiring, Major Job Boards and Social Networking sites; select, interview and hire 150+ employees per year in collaboration with hiring managers.
- ✓ Increased employee retention by creating and maintaining dialogue and a positive work environment.
- ✓ **Contributing as SPOC for Pune Region and deal with HR Functions;** Coordination in Appraisal, Coordinating in Exit Formalities, Conduct Exit Interviews, Process Data of Training Modules, Internal HR Audits, MIS Reports.

June 2011 -  
Aug 2012

#### ASSISTANT COORDINATOR - HR & ADMIN

##### SYMBIOSIS INTERNATIONAL UNIVERSITY - PUNE.

Served and Dealt as Active Team Player and handled variant HR formalities of different locations. Dealt with Scheduling Interviews, Finalization of Offer Letters, On Boarding, Promotion Letters and Appointment Letters.

##### ADMINISTRATIVE PROFILE:

Document Filing, Maintain Reports, Vendor Management, Coordination & Follow up For Vendor Billing Process, Assist Chief Admin For Additional Assignments.

### PROFILE SUMMARY

A Human Resources & Talent Acquisition Professional with over 8 years of progressive experience augmented by a strong post-secondary background in Human Resources. Creative and innovative thinker with effective human resources management and goal setting abilities combined with superior leadership, team building, communication, interpersonal, and presentation skills.

### KEY SKILLS

Talent Acquisition.  
End to End Recruitment.  
Campus Recruitment.  
Bulk Walk In Recruitments.  
Hiring through Job Portals & Social Networking.  
Cost Efficient Salary Negotiation.  
Application Tracking System.  
On Boarding Formalities.  
Employee Online Induction.  
ERP & RMS Training.  
Retention Initiatives.  
Interpersonal Conflict Management.  
Performance Management System.  
Exit Formalities & FNF Coordination.  
Training & Development.