



DHIRAJ VINODRAO MANKAR

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📍 At. Jawra, Januna, Ta. Nandgaon
Khandeshwar, Dist. Amravati.

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✈ Skills

Decision making skills
Problem solving skills
Time management Skill
Communication Skill
Teamwork
Listening

♥ Interests

Volunteering
Writing
Photography
Art
Sports

🗣 Language

Marathi Hindi English Sindhi

👤 Personal Details

Date of Birth : 23/01/01
Marital Status : Unmarried
Nationality : Indian




🎯 Objective

I am looking for a challenging job with a rapidly growing organization that can provide me with a range of goals and job objectives within a contemporary and economical business setting.

📁 Experience

- **Jadhao Gears Ltd.** Sep -22 -
June -23
HR Assistant
- * Conducting quarterly review of KRA/Goal Sheet of employees in group companies.
 - * Ensured confidentiality of all personnel, office, and employment records.
 - * Advertising vacancies, resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
 - * Assisted in training and onboarding of new employees and conducted orientation for new staff hires.
 - * Supported daily operations of busy human resources department.
 - * Mentored employees through personal and professional issues.
 - * Led hiring and onboarding for group company across 3 roles in marketing.
 - * Coordination with Technical panel and understanding their requirements, defining job positions.
 - * Short listing the resumes based on desired skills and experience.
 - * Reviewed 300+ resumes to determine candidates credentials.
 - * Conducting telephone and Personal interviews in coordination with department heads.
 - * Interviewed candidates with leadership team to determine behavioral and cultural fits.
 - * Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.

Education

	SGBAU B.E (Mechanical Engineering) CGPA - 8.89	2022
	MSBTE Diploma in Mechanical Engineering 71.59	2019
	MSBSHSE SSC 74.20	2016

CO-CURRICULAR ACTIVITIES

- **Position of responsibility**

Worked As a Co-convenor In "ECOTHON 2022" A National Level Hackathon Organised By Sipna Nature Club In Association With Student Chapter Of CSI Amravati, IETE Amravati Center, IEI Student Chapter.Year - 2022

- **Paper presentation**

Got Best Paper Award in National Conference On "Technology For Sustainable Rural Development" Organize By Mechanical Engineering Department Sipna College Of Engineering And Technology Amravati Year -2021.

- **Project Competition**

Got Second Prize In Project Competition In College Technical Fest Year- 2019.

- **Science Exhibition**

Participated In District Level Science exhibition And Got selected For State Level Inspire Award Science Exhibition Year-2016.

EXTRACURRICULAR ACTIVITIES

- **Engineering 2019 - 2022**

1. Participated In "Shiv Kalyan" Mime Act And Play a lead role of Chatrapati Shivaji Maharaj In College Organize By Carnival Club On the Occasion Of Shivjayanti Year - 2022.
2. Played A Character Of Chatrapati Shivaji Maharaj in shivjayanti Rally In College On the Occasion of shivjayanti Year - 2022.
3. Conducted "Feed The Bird 🐦" Activity Virtually Under The Sipna Nature Club and Worked As a Coordinator and handle the team of 8 Members In Year - 2020.
4. Conducted "Design Master" Event In College Technical Fest " VIDYOTAN" And Worked As a Coordinator, and handle the team of 10 Members Year- 2020.
5. Played A Character Of Chatrapati Sambhaji Maharaj in shivjayanti Rally Organize by Sipna College Of Engineering And Technology On the Occasion of shivjayanti Year- 2020.
6. Got 2nd Prize In "AdMadShow" Organize By Personality Development Club In College Year- 2019.

- **Diploma 2016 - 2019**

1. Got 2nd Prize in Fashion Show Event in College Cultural Fest Euphoria Year- 2019.
2. Got Second Prize In Project Competition In College Technical Fest Year- 2019
3. Got 2nd Prize in Fashion Show Event in College Cultural Fest Euphoria Year- 2018.
4. Got 2nd Prize in Drama Competition In College Cultural Fest Euphoria Year-2017.
5. Got 2nd Prize in Debate Competition Organised By P.R.Patil College Of Polytechnic And Technology Amravati.Year-2017.

DECLARATION

- I hereby declare that the information given above is true to best of my knowledge and belief.