**Ramachandra Mokashi**

**Address:** # 204 Madhura Apt – II

New Badami Nagar Current location: **Bangalore**

Keshwapur, Hubli - 580023

Karnataka, India **✆Mobile: +91** 9986469717

**🖂Email: nikhil.rvm@gmail.com**

**Career Objective**

* An Individual with knowledge of Human Resources desiring HR position with a focus on improving organizational effectiveness by implementing acquired skills & abilities & sustain for a longer duration climbing career ladder timely

**Academic Qualification**

* **BCA** – (Bachelor of Computer Applications) IIMES, Graduated with “A” grade – 2006
* **ADBM**– Advanced Diploma in Business Management Secured “A” grade - 2003
* **SSLC**– Lamington Boys High School Hubli - 2001

**Computer Skills**

* Hardware Networking – IIHT Hubballi
* MS office (Excel, Word, Power Point)
* Office Outlook, Windows
* IT Helpdesk, PMKK Hubballi

**Professional Training**

**Company : Dsquare Technologies**

**Location : Bangalore**

**Certification : Advanced Diploma in Human Resource Management with Indian Payroll System**

|  |  |  |
| --- | --- | --- |
| **Recruitment** | **HR Generalist Areas** | **Payroll Processing** |
| * End to End Recruitment
* IT , ITES & Non IT Recruitment
* Cold Calling and Head Hunting
* Training the candidates on interview
* Sourcing through job portal
* Short-listing profiles for given requirement
* Technical and Non Technical Assessment
 | * Handling Joining formalities of the Employees till Exit Interview
* PMS System of the Employee.
* Conducting Induction for the new employees, MIS, ERM.
* Handling Employee Grievance
* Measures to control Attrition Rate.
* Strategies to retain potential employees.
 | * Processing Employee PF, ESI, Med- claim & Other Employment Registration forms.
* Monitoring PF, ESI, PT Calculations, Remittances, e- fillings.
* Taking Care of routine Tax planning Co-ordination for the Employees.
* Monitoring Relieving Procedures and Settlement Process (F &F )
* Employee Co-ordination & Maintaining Contract Employees details
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 **Employment History**

 **Business Development Manager (BDM) Since Feb 2020**

 **IBMR College, Akshaya Colony**

 **Hubli**

 **Job Profile:** Monitoring Convox, Administration**,** Maintenance of Network, Troubleshooting System

 Software’s. Marketing Strategies, HR Operations.

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 **Recruiter - Agency Partner July 2019 – Feb 2020**

 **Kotak Life**

 **Hubli**

 **Job Profile:** Recruiting Financial Advisors and Agency partners

 **Systems Administrator, IT Manager 2017 – 2019**

 **Metcut Toolings (Manufactures of Solid Carbide tools)**

 **Rayapur, Dharwad**

 **Job Profile**

* Maintenance of Network in the whole Plant, troubleshooting
* Installing and maintenance of major software
* Providing support to all system problems
* Responsible for maintaining all staff equipment
* Responsible for maintaining key printers attached to the production line
* Responsible for maintenance of key accounting software

 **Sr. Associate Team Leader & HR Recruiter, Manager & Admin 2008 – 2015**

 **Insight Technologies**

 **Bangalore**

 **Job Profile: Senior Tech Associate, Tech Team Lead**

* Providing customer services and understanding the needs of the client
* Working closely with the team effectively to ensure achievement of target and performance
* Establishing work plans, Troubleshooting system problems
* Delegating assignments to team members
* Supporting customers by giving them technical solution of the product
* Documenting problems of a particular product to concerned department of the company
* To study the functionality and business process changes and suggest necessary actions
* Overseeing the quality of deliverables, maintenance recruiting etc
* Maintaining the network, software

 **Job Profile: HR Manager, Recruiter / Administrator**

* Involved in various recruitment activities
* Screening candidates for short listing, Knowledge of ATS, MIS
* Arranging interviews in co-ordination with candidate and interviewer
* Handling joining formalities
* Worked on orientation of new joinee’s
* Documentation of joining formalities
* Worked with ATS (Applicant Tracking system) to capture data.
* Managing all HR operations.
* Induction, Documentation, Enrolling the Job

 **Extracurricular Activities**

* Music
* Sports
* Travelling and Surfing Internet

 **Personal Details**

* Date of Birth : 07th January 1986
* Languages Known : English, Hindi, Kannada, Marathi and Telagu

**Declaration: I Hereby declare that the above – furnished details are true with Proven records.**

 **Place: Bangalore, Hubballi**

 **Date:**