***Ankush N.Dharamthok***

902-856-1354/735-930-1705

ankd72@gmail.com

**Summary:**

* A skilled communicator; able to maintain cultural sensitivity, establish rapport with members of diverse groups, and promote team cohesiveness.
* Creative mindset for new ideas in shows, programs which might be topical for Radio.
* Highly organized and independent; able to effectively coordinate tasks to accomplish projects with timeliness and creativity.
* An organized, detail-oriented, and conscientious self-starter, able to strategize and prioritize effectively to accomplish multiple tasks and stay calm under pressure.
* Flexible and analytical with a keen eye for details; skilled at synthesizing and editing information to achieve overall objectives.
* Knowledge and strong understanding in the below listed skills.
* An effective leader, skilled in enlisting the support of all team members in aligning with project and organizational goals.
* High-energy, confident professional with an infectious enthusiasm for technology.

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**Education:**

**MSBTE 2009 - 2012**

Diploma in Information Technology (Class I)

**Nagpur University 2012 - 2015**

Bachelor of Engineering (BE), Information Technology, (Class I)

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**Technical Skills:**

Operating System: Windows 98 to 2014, Linux, UNIX, Ubuntu, Solaris

MS Suite: Microsoft Word, Excel, Powerpoint, Access

Language: C, C++, Java

Web: HTML, PHP, XML

Others: ETL Informatica

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**Skills & Expertise:**

* HR Operations
* Administration
* Interviewing
* Recruitment
* Payroll
* Attendance Management
* Brown Bag
* Joining and Training Management
* Exit Formalities / Exit Interviews
* Voiceovers
* Radio Jockey
* Anchoring
* News Writing
* News Anchoring
* Scripting

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**Professional Experience:**

**My FM (D. B Corp – Radio Division) Aurangabad, MH Oct 2018 - Oct 2020**

**Radio Jockey**

**Responsibilities:**

* Doing morning show Salaam Nanded and Salaam Dhule for two different cities on the same time band i.e. 7 AM to 11 AM daily (except Sundays)
* Designing show on daily basis with topical information/content, total 32 links,, each 16 for one city.
* Managing log with respect to time; understanding the music tempo
* Voice Overs for advertisements, hotkeys, new segments as in character VO
* Maintaining data of callers, preparing prep sheet on daily basis.
* Planning show spike from scratch and implementing it till conclusion.
* Managing team and log if needed in absence of Programming Head.
* Handling on ground events and activities whenever needed for both the cities separately
* Celeb interviews and client interviews for special segments



**Radio Orange Nagpur, MH Nov 2017 – Oct 2018**

**Radio Jockey**

**Responsibilities:**

* Doing Prime Time show called “Shaam Shaandar” from 5 to 9 PM for Sangli, Miraj, Kupwad & exterior of Kolhapur from Nagpur only
* Preparing whole show including 16 links, creative, humor, fun, jokes, prank calls
* Advertisement voice over, preparing special promo, liners
* Keep the listeners updated with Traffic reports
* Pick up the songs to be broadcasted according to the taste of listeners
* Come up with innovative ideas to grab hold the audience’s attention



**Supreme Bituchem (I) Pvt. Ltd Nagpur, MH Jul 2017 – Oct 2017**

**Sr. HR Executive**

**Responsibilities:**

* Managing End-to-End recruiting activities
* Recruitment of the personnel from senior positions to executive level through job portals, Headhunting & Tour usually in metro cities
* Prescreening and interviewing candidates, reference checking and closing within the shortest possible time
* Created plan for induction, includes personal details, welcome kit, Personal introduction, HR policies, System usage policies, hand book, Finance policies and communication policies making them familiar with organizational culture and activities
* Managing the Payroll & Off Roll functions of Sr. Managers (AVP to Jr Exec), Officers, Staff & office boy.
* Attendance of the employees: Access Machine / Security office and monitored on daily basis.
* Late arrivals/early exist monitoring and inform the Director for follow-up action to be taken in some cases, if any.
* Overtime monitoring and taking necessary approval from the department head.
* Collecting applicable deductions of employees from the Accounts department.



**Collabera Technologies Pvt. Ltd Vadodara, GJ Nov 2015 – Jun 2017**

**Technical Recruiter/SME PM & BA**

**Responsibilities:**

* Recruited, interviewed and selected employees to fill vacant and new positions and administer manual and dexterity tests.
* Collected and examined very carefully detailed information about Job duties in order to prepare Job
* Descriptions which to reflect exactly the duties, training and skills each job requires.
* Responsible in employee benefits and relations.
* Creatively sourced and identified qualified candidates – by locating directly or thru data mining potential, qualified engineering and software consultants for open positions.
* Rate negotiation.
* Placed the best-qualified candidates at client’s side.
* Managed recruiting process from requisition initiation to sourcing, to acceptance of offer and final placement.
* Recruited for all levels of candidates, from Developers to Project Managers.
* Sourced, screened, filtered resumes, checked references, interviewed (phone and in person) and placed technical candidates with various clients (end-clients as well as other third party consulting companies) on client server, internet/intranet and mainframe projects.
* Negotiating contractual agreements with third party vendors/Independent contractors prior to client submission.
* Managing Client Interviews, negotiating bill rates and salary expectations with clients and candidates.
* Sourced consultants internally & externally (job sites, user forums, web surf), screened, coordinated recruitment events, scheduled interviews, tracked for pre-employment screening and job folder compliance,
* and initiated new hire processes
* Worked closely with the co-officers and Delivery managers in the company to determine job requirements and appropriate recruiting strategies.
* Handled various employee relations’ issues ranging from new employee orientation to career development as well as terminations, as well as Visa issues where applicable.



**inBCN News Nagpur, MH Oct 2012 - Nov 2015**

**Show Programmer/Entertainment Desk/Anchor**

**Responsibilities:**

* Bollywood/Entertainment show preparation from pre to post production
* Present stories and other content for all platforms in a manner that is clear, engaging, and meaningful to news consumers.
* Ensure all content meets BCN standards for journalistic integrity and production quality.
* News writing, copyediting, researching and all coordinating of news programming and other content presentation.
* Develop sources, maintain contacts and pursue leads that result in original stories as well as provide leadership that encourages excellence and assist in the smooth operation of the organization.
* Maintain deep level of familiarity with issues, newsmakers, and current events respond to breaking news and other urgent newsroom situations as required.
* Responsible for representing BCN positively in the community in a courteous and professional manner.
* Participate in promotional activities including public appearances.

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**Achievements:**

* **Did a show spike for 1 week called “Sadda Haq” and election awareness campaign for Dhule in Dec 2018 so awarded with Dhule Municipal Corporation’s certificate from Corporation Commissioner**
* **Did one special segment ON AIR plus DIGITAL and ON GROUND in Feb 2019 called “Traffic SansCAR” a road safety week in Nanded as well as Dhule in association with the Traffic Police, SP of the respective cities and RTO Officials. Here awarded by MY FM as “HERO AWARD” in annual award show of MY FM**
* **MY FM awarded and rewarded for “Water Warrior” activity did in both the cities Nanded and Dhule in May 2019**

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**Languages:**

**English** (Full professional proficiency)

**Hindi** (Full professional proficiency)

**Marathi** (Full professional proficiency)

**Gujarati** (Moderate)

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**Personal Details:**

* **Father’ Name:** Namdeorao B Dharamthok
* **Mother’s Name:** Meena N Dharamthok
* **DOB:** 23rd Jan 1994
* **Marital Status:** Single
* **Contact Number:** 9028561354/7359301705
* **Email ID:** ankd72@gmail.com 