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| DR. DEEPMALABiradar(hallale) | 9921324343 deepmalabiradar@gmail.com https://www.linkedin.com/in/dr-deepmala-biradar-hallale-2888648  |

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|  | **Objective** |

Goal-oriented individual with 6 years in corporate and 6 years in academic administrative environment . Seeking a human resource position to apply excellent multitasking and analytical skills in effectively fulfilling the responsibilities for the position. Forward-thinking individual with refined interpersonal skills. Looking to join a progressive organization as a human resource specialist to provide high end administrative support in the human resources department.

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|  | Education |

## Doctor of Philosophy (PhD)|

### 2018

“Impact of Training on Productivity of Employees: A case study of Life Insurance Corporation of India (With Special Reference to Marathwada Region).

## MBA HR | Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

### 2011

## MBA System (IT) | Savitribai Phule Pune university, Pune

### 2006

## BCA |Swami Ramanand Teerth Marathwada University, Nanded

### 2004

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|  | Experience in Industry |

## Admin, HR Executive | Pageant Info-Services Pvt.Ltd

### Dates From Dec 2006 – To April 2008

**Responsibilities Handled:**

* Understanding manpower requisition from the concerned department.
* Understanding the requirement and accordingly drafting a job description and getting it approved from the concerned person.
* Sourcing candidates that match the desired skills.
* Screening the candidates by conducting telephonic or personal interviews.
* Encouraging the employees to provide reference for better prospects.
* Arranging for technical interview and coordinating with the concerned person.
* Communicating the employment status to the applied candidates.
* Maintaining and updating the database of the candidates.
* Doing a background verification of the shortlisted candidates.

##  Sr. HR Executive | Morganite Crucible (India) Limited, Aurangabad

### Dates From June 2008– To Jan 2009

**Responsibilities Handled:**

* Administered compensation and benefit plans
* Assisted in talent acquisition and recruitment processes
* Conducted employee onboarding and helped in organizing training & development initiatives
* Assisted in development and implementation of human resource policies of the company
* Undertook tasks around performance management
* Organized quarterly and annual employee performance reviews
* Maintained employee files and records in electronic and paper form
* Activities conducted for job satisfaction by resolving issues promptly and organizing team building activities
* Maintained compliance with labor regulations

##  HR Manager | K. J. Infrastructure Projects (I) Pvt. Ltd.Pune

### Dates From Sep 2009– To Sep 2012

**Responsibilities Handled:**

### **Talent Acquisition**

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* Source applicants through online channels, such as LinkedIn Shine.com indeed.com and other professional networks
* Determined selection criteria for candidates by liaising with department managers and other members of staff
* Organized and attended job fairs and recruitment events to build a strong candidate pipeline
* Strategy planning for quarterly and annual hiring needs by department

### **HRBP:-**

* Managed and resolved complex employee relations issues. Conducted effective, thorough, and objective investigations.
* Worked Provides HR policy guidance and interpretation.
* Developed contract terms for new hires, promotions, and transfers.
* Assisted international employees with expatriate assignments and related HR matters.
* Provided guidance and input on business unit restructures, workforce planning and succession planning.
* Identified training needs for business units and individual executive coaching needs.
* worked closely with management and employees to improve work relationships, build morale, and increase productivity and retention.

 ***Payroll and Budget:***

* Coordinated with Finance Manager in the preparation of monthly Payroll.
* Participated in strategy planning with Country Director on appropriate staffing levels and assisted in budget preparation.
* Reviewed employee final payments for accuracy and compliance with labour laws.
* Prepared salary structure for employees.
* Handled PF and ESIC compliance

 **Administration:**

* Ensured smooth running of all administrative functions in the country office.
* Supervised all travel and hotel arrangements for staff and visitors, including visas and work permits as applicable.

 **Training and Development and Performance Maintenance:**

* Evaluated the need for employee training and development and make recommendations.
* Coordination and implementation of annual performance reviews.
* Participated in evaluation and monitoring of training programs to ensure success. Follows up to ensure training objectives are met

 **Employee Relations:**

* Worked with Company Secretary to resolve employee relations issues pragmatically.
* Investigated employee relations issues & work to ensure human resources related decisions.

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|  | Experience In acadamics  |

**MBA (HOD)** | **International Center of Excellence in Engineering & Management (ICEEM), Aurangabad**

### Dates From March 2020– To Til date

Serving as HOD MBA Department and TPO in International Center of Excellence in Engineering & Management (**ICEEM**), Aurangabad since March 2020.

**Assistant Professor** | **Maharashtra Institute of Technology Aurangabad**

**Dates From** Dec 2016– To March 2020

* Teaching following Subject International Business Environment, Entrepreneurship and project development, Human Resource Planning and Development, Management Process Leadership and Organizational Behavior, Research Methodology, HRD -strategies & systems.
* Conducting the Industrial Visit and Campus to Corporate activities.
* Systematic approach to the Students of MBA also guiding them for their projects Conducting the Industrial Visit and Campus to Corporate activities.
* Systematic approach to the Students of MBA also guiding them for their projects & summers internship.
* Handled other Academic as well as administrative work.

**Assistant Professor** | **Maharashtra Institute of Technology Aurangabad**

**Dates From** Nov 2016– To March 2019

1. Academic coordinator: Preparation of Academic calendar & Timetable.
2. Class Coordinator
3. Academic Audit Coordinator
4. Teacher Guardian Coordinator
5. NAAC Department Coordinator
6. Teaching to BCA & BCS Students

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|  | Behavrial Skills  |

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| * Sympathetic as well as emphatical Attitude
* Integrity
 | * ethical decisions during a crisis
* Leadership
* Good Communication Skills
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|  | Computer skils  |

* ERP
* People soft
* SAP HCM ( Handled but no certification)
* MS Office