

RESUME

RAHUL DANDE

HR Executive |

Mobile: 9595962103 | Email: rdande97@gmail.com

Location: At. Babargaon Tal. Gangapur Dist. Chh. Sambhajinagar, Maharashtra

PROFESSIONAL SUMMARY

Experienced HR Executive and Advocate with 3 years of combined professional experience, including 2 years in legal practice and 1 year in HR operations within the manufacturing industry. payroll coordination, legal documentation, and grievance handling, documentation.

PROFESSIONAL EXPERIENCE

HR Executive – 1 Year

- Managed daily attendance, leave records, and shift scheduling using HRMIS and MS Excel.
- Coordinated recruitment activities including sourcing, interviews, and joining formalities.
- Assisted in payroll coordination and PF & ESIC.
- Handled employee grievance support and HR documentation.
- manpower planning, and HR activities.

Advocate – 2 Years

- Assisted clients in legal documentation, drafting, and case preparation.
- Handled legal research, client coordination, and court-related procedures.
- Prepared legal notices, agreements, and affidavits.
- Maintained confidential records and ensured compliance with legal processes.

CORE SKILLS

- Recruitment
- Attendance & Leave Management
- Payroll Coordination
- PF & ESIC Compliance
- Employee Grievance Handling
- HRMIS & MS Excel
- Documentation

EDUCATION

Qualification	Board/University	Year
LLB	Dr. Babasaheb Ambedkar Marathwada University	2022
HSC	Maharashtra State Board	2014
SSC	Maharashtra State Board	2012
MSCIT	Mumbai	2013

PERSONAL DETAILS

Date of Birth: 08 September 1996

Gender: Male

Marital Status: Married

Languages Known: Marathi, Hindi, English

Nationality: Indian

DECLARATION

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