Ankit Dhakad

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Objective

- Seeking a challenging position in an organization where I can use my talents and skills to grow and expand an organization as well as myself.

Internship

Internship in HR from an IT company

VKAPS IT Solutions Pvt. Ltd. Indore

March 2022 – May 2022

- Resourcing, screening and short listing the resumes through various job portals.
- Involve in initial screening to check the candidate's suitability for the requirement.
- Short listing the resumes based on the desire skills and experience.
- Getting requisitions from hiring manager, coordination with technical panel and understanding their requirement, make a job description for better recruitment.
- Conducting telephonic interviews for different profile.
- Acting as a primary contact and host to candidate and interviewer, communicate interview details and adjust interview schedule as needed.
- Sourcing candidate's through LinkedIn professional network.
- Making job posters.
- Maintaining accurate data in the applicant tracking system(ATS)
- Arranging for technical panels and coordinating at all levels of Interviews.
- Involve in on-boarding of the candidate.
- New employee orientation and coordinating with other departments, introducing the candidate and explaining them the company policy.
- Conducting employee engagement and team building activities to enhance the productivity.
- Knowledge of payroll system.
- Maintain department's records and reports.
- Knowledge of exit formalities.
- Aware with stock management process.

Work Experience

Blue Web Spark Technologies, Indore

PHP Developer

April 2016 - September 2018

- Experience in designing and developing user interface, debugging and deploy the websites.
- Designed and developed user-friendly websites, including optimized pages.
- Good working knowledge on MVC Architecture (Zend and Laravel Frameworks), CMS (WordPress) for developing websites.
- Fixed bugs from existing websites and implemented enhancements that significantly improved web functionality and speed.

P&P InfoTech, Indore

Dot Net Developer

May 2012 - December 2015

- Strong in C# as development language .Net framework concepts & implementation oops concepts.
- Strong in web development which includes asp.net, mvc, css, html.
- Strong SQL Server (working with DML, DDL, Stored procedure).
- Utilize project management best practice to track book of work priorities, communicate updates & manage project to successful completion.
- Provide inputs from development perspective for shaping up overall product strategy.
- Experience in designing, developing reports using Ms-Access, Sql server reporting services and crystal reports.
- Create validation controls for front end validation.
- Develop the code as per the requirements.
- Handled several modules independently in addition to working closely with the team to ensure bug free deliverables within stipulated time frames.

Technical Skills

- **Programming Languages** : C#, PHP
- **Web Technologies** : ASP.Net , MVC
- **Frameworks** : .Net**,** Bootstrap, Zend, Laravel, Wordpress
- **Database** : SQL Server, My SQL
- **Other Tech** : JavaScript, HTML, CSS, jQuery
- **Tools** : Xampp, GIT, Ms Office

Academic Profile

- **MBA** in **HR** & **IT** from Rabindranath Tagore University Bhopal (M.P.), scored 67.9 %
- **B.E.** in **Computer Science Engineering** from BM College of Technology Indore, affiliated to RGPV Bhopal (M.P.), scored 71%
- Higher Secondary Certificate from Sarafa Vidya Niketan Indore, Scored 48%
- Senior Secondary Certificate From Sarafa Vidya Niketan Indore, Scored 70%

Strengths

- Strong analytical problem solving skills
- Ability to bring new innovative ideas to the table
- Quick learner & Adaptable
- Planning and Coordination
- Teamwork and Collaboration
- Good Telephonic Etiquette
- Time Management
- Active Listening

Personal Details

- **Date of Birth** : 26/09/1988
- **Blood Group** : B+
- **Languages know** : English, Hindi
- **Address** : 89/B, Shikshak Nagar, 60 Feet Road, Indore (M.P.) Pin-452005

Declaration

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

Yours Truly

Ankit Dhakad