

PRANOTI DHANGAR

+91 9665066142 • dhangarpranoti@gmail.com • Thane • [LinkedIn.com/in/pranoti-dhangar](https://www.linkedin.com/in/pranoti-dhangar)

SUMMARY

Motivated and detail-oriented HR aspirant seeking an HR Intern position to gain hands-on experience in recruitment support, employee coordination, HR documentation, and administrative operations. Eager to contribute to team efficiency while developing strong people management and organizational skills.

EDUCATION

BTECH (E&TC) | Dr. Babasaheb Ambedkar Technological University, Lonere 2024
CGPA: 8.5

SKILLS

- Resume screening & candidate shortlisting
- Interview scheduling & coordination
- HR documentation & record maintenance
- Onboarding support & employee engagement
- Communication & interpersonal skills
- MS Word, Excel, Google Docs
- Time management & organization
- Basic HR policies & procedures (academic knowledge)

ACADEMIC PROJECTS

RECRUITMENT PROCESS SIMULATION PROJECT

- Designed a structured recruitment workflow including job posting, resume screening, and interview scheduling.
- Screened sample resumes and shortlisted candidates based on defined job criteria.
- Coordinated mock interviews between panel members and candidates.
- Maintained candidate tracking sheets and interview records using Excel.

EMPLOYEE ONBOARDING & DOCUMENTATION SYSTEM

- Created a standardized onboarding checklist and documentation process for new joiners.
- Prepared sample employee files including offer letters, ID forms, and policy acknowledgments.
- Organized digital records and maintained HR documentation for easy access.
- Supported employee engagement planning during the onboarding phase.

ECOMMERCE WEBSITE | React, JavaScript, Tailwind

- Designed and developed a responsive e-commerce platform with features like product listing, product details, and shopping cart management.
- Implemented state management in React to handle cart operations and improve user experience.
- Integrated dynamic filtering and search functionality for faster product discovery.
- Optimized UI/UX with Tailwind CSS, ensuring cross-browser compatibility and mobile responsiveness.

ADDITIONAL ACTIVITIES

STUDENT COORDINATOR – EESA Club (E&TC Department)

- Coordinated with participants and internal teams for college events
- Assisted in scheduling activities and maintaining participant records
- Supported engagement initiatives and team communication

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

ADVANCED PROGRAM IN HR MANAGEMENT – UDEMY	Feb 2026
HR FUNDAMENTALS: ESSENTIAL SKILLS FOR HR PROFESSIONALS - UDEMY	Feb 2026
SOFTWARE ENGINEER INTERN – Hacker Rank	Aug 2025