

RESUME

ANAND MEGHAVI. B.

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Mo. No.:-9601806418

OBJECTIVE:

To work with a challenging atmosphere with integrity, creativity & to add my values with the organization.

PERSONAL INFORMATION

Name : Meghavi .B. Anand
Father Name : Babubhai. M. Parmar

Contact Address : M-279/1817 SUBHASHNAGAR
I.O.C ROAD, CHANDKHEDA
AHMEDABAD

Contact No. : 9601806418
Date of Birth : 20th July, 1993
E-Mail Id : anamikaanand20@gmail.com
Gender : Female
Marital Status : Unmarried
Language knows : English, Hindi& Gujarati.

EDUCATION QUALIFICATION

- Completed my Bachelor in Engineering (B.E) in Electrical engineering at Vishwakarma Government engineering college (V.G.E.C).Chandkheda Affiliated to Gujarat Technological University (G.T.U).
- Pursuing MBA-HR at Shri Jairambhai Patel Institute Of Management And Computer Applications, Gandhinager. Affiliated to Gujarat Technological University (G.T.U).

Exam	Year of passing	Board/University	Semester	Aggregate		
				C.P.I	S.P.I	CGPA
MBA-HR (SEM-4)	JAN-2017	G.T.U	SEM-4	7.76	8.04	
MBA-HR (SEM-3)	DEC-2016	G.T.U	SEM-3	7.59	8.07	
MBA-HR (SEM-2)	JAN-2016	G.T.U	SEM-2	7.00	7.25	
MBA-HR (SEM-1)	JULY-2015	G.T.U	SEM-1	7.57	7.57	-
B.E	JULY-2014	G.T.U		67.70%		7.27
H.S.C	MAR-2010	G.H.S.E.B		77.60%		
S.S.C	MAR-2008	G.H.S.E.B		86.77%		

COMPUTER PROFICIENCY

- MS office
- Basic MATLAB simulation
- Basic programming
- C&C++ programming

INTERPERSONAL SKILLS

Like to learn new things, hardworking, dedicated to assigned job, self-confident.

PROJECT WORK

- 1) Summer internship on **basic functions of HR at AmulFed Dairy Bhaat, Gandhinager.**
- 2) Grand Project Report study on **Stress and worklife Balance of Doctors** at Ahmedabad and Gandhinager
- 3) Study of power system deregulation and introduction of Indian energy exchange

Experience:

- Having 10 month experience as a **lecturer** in **Vishwakarma Government Engineering College**.
- Worked with **FASTTRACK HR SERVICES** as **HR-EXECUTIVE** since 15 feb 2016 to 30th APRIL2016.
- **As a recruiter my daily tasks include:**
 1. Review and understand the actual (Technical / Non - Technical) job requirements.
 2. Identify candidates that fit the requirement from various sources. (Job Portals, LinkedIn, BHRS Data bank & through Personal Contacts)
 3. Briefing the candidates about the job requirement, screening, interviewing & validating the candidates as per requirements.
 4. Formatting resumes and forwarding the same to the client.
 5. Scheduling interviews and tests of the shortlisted candidates with clients.
 6. Following up with both the client and the prospective candidate until all rounds of interview are done.
 7. Maintain status reports on various requirements, candidate status, offers & joining status.
 8. Foster long-term relationship with both the client and the candidate.

CLIENTS HANDLED:

Ajajnta Pharma , Bajaj , Metro Infrasy India Pvt.Ltd., Shine Pharmasuticals, Jaypee cement, DCM shriram Ltd., Nagarjuna Agrichemical Ltd., Ultratech Cement Ltd., Knight Frank Pvt.Ltd., Grasim Industries(ABG), HI-Tech Carbon Ltd., Eastman industries, Pellets Pharma, Bharat Matrimony, Frankline Laboratories India Pvt.Ltd., OMEGA Remedies India Pvt.Ltd., Aditya Birla Money, Inox Wind Infrastructure service Ltd.(GFL), Walter Pack India Pvt.Ltd., Book my forex.com

- Presently working with **Logiccode.Inc** as a **Jr.HR Executive** from **20th March 2017**.

Roles & Responsibility:

Managing recruitment, selection, resource management, orientation, induction, etc..
Extensively involved into the recruitment activities such as sourcing, scheduling, screening, short listing, co-ordination, documentation, reference checking, on boarding the candidates.

Create a comprehensive job description to present to candidates and to post on job boards and internal gateways.

Maintaining employees time keeping, attendance and leave record on daily, weekly, monthly basis.

Maintaining employees records

Employee Salary Preparation and Management

Handling all the documentation of employee including preparation of offer letter, appointment letter, joining formalities, relieving letter, experience letter etc.

Purchasing, store keeping and negotiating for all kinds of printing and stationery.

EXTRA CURRICULAR ACTIVITIES

1. Summer Internship at AmulFed Dairy Bhaat, Gandhinager.
2. Vocational training at Thermal power plant (GETCO), Gandhinagar.
3. Industrial Visit at ABB LTD. ,Vadodara
4. Industrial Visit at ERDA LTD. ,Vadodara

PERESONAL STRENGTH

- Highly motivated hard working person with to work with group.
- Self motivation and self confidence.

[M.B.ANAND]