

# Kajal Valecha

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## **Carrier Objectives:**

To have a challenging position which will utilize my capabilities skills and experience thereby enabling me in achieving personal and organizational objectives. I strongly believe in Employee and Employer satisfaction and the fact that it is one's duty to live up to their expectations. Good communication skills, patient, hardworking and always willing to learn.

## ➤ **Work Experience**

### **Current Company:**

#### **InheritX Solutions Pvt. Ltd.**

InheritX Solutions is an Enterprise Web, Mobile and Game Development Company.

With a 5+ industry experience, we offer the best client services by enabling customers to achieve competitive advantage through the best engagement models.

From April'2017 to till day

Designation: **Human Resource Manager**

**Main Aim:** Employee Satisfaction and Productivity

Ensuring that the workplace is always running efficiently

#### **Roles and Responsibilities:**

- Handling a team of 5 employees
- Managing the entire Payroll system
- Preparing salary slips on time
- Counselling Employees
- Training and Development
- Recruitment, Attracting Right Talent and Hiring good resources
- Final Interview and Negotiation
- Conducting Evaluation for new joiner's
- Performance Management and Improvement scope
- Organization development
- Employee onboarding
- Policy development, Documentation
- Maintaining Employee Relations
- Compensation and benefits administration
- Human Resources strategic planning
- Employee Engagement Activities, Organizing CSR Activities
- Reward and Recognitions
- Maintaining all Employee Records
- Employee Leave management.

## **Previous Companies:**

### **Ensignt Business Solutions**

Ensignt is a growth oriented, forward looking and fast paced technology solution provider Company.

From Nov'2015 to March'2017

#### **Sr. HR Generalist**

##### **Responsibilities:**

- Responsible for the joining, induction, & training programs.
- Creating & Maintaining files of staff members
- Conducting Face to Face interviews of short listed candidates.
- Organizing Employee Engagement activities, camps, celebrations, events
- Taking care of office infrastructure, designing.
- Support in policy implementation
- Taking care of Employee benefits, allowances.
- Maintaining reports in spreadsheets.
- Conducting Evaluation meets and Conformation meetings of new joiner's
- Ensuring all administrative work (House-Keeping Management)
- Employee engagement activities Planning's,
- Social media, branding and promotion of company,
- Office Events Management,
- HR Related Activities, Leave management, Exit Interviews
- Vendor Management,
- Employee Refreshment Activities,
- Day To Day Admin work,
- Arrangement of all activities.

### **E-Procurement technologies Ltd.**

From Jan'2014 to Sep'2015

#### **HR Admin Executive**

##### **Responsibilities:**

- Taking care of the day to day HR related Admin activities.
- Looking after office management and vendors.
- Looking Day to day requirements of the office.
- Taking Care of Attendance & Leave Application.
- Looking after monthly Salary Calculations and Deductions.
- Arrange Conferences & meetings.
- Guest Management.
- Arranging Meetings with Executives & Clients.
- Coordinates and Schedules events.

- House Keeping Staff Management.
- Looking after Staff and office boys.
- Handling Reception areas and keeping it updated.
- Handling EPBX.
- Looking after guests and vendors.
- Looking after Admin and office work.

## **Link Ladders HRM**

From Jan'2013 to Dec'2013.

**As an HR Recruiter.**

### **Job description:-**

- Handling full life cycle of Recruitment from taking requirement and Candidate's Joining.
- Responsible for the whole recruitment, Co-ordination, Interview lineups, searching, sourcing, screening.
- Majorly looking after Non-Technical profiles, Partially looking after Non-Technical Profiles.
- Conducting Face to Face or Telephonic interviews of short listed candidates and Salary Negotiations.
- Maintaining reports in spreadsheets and providing daily, weekly and monthly reports.
- Target Achievements.
- Meeting clients, understanding their requirement.

### **Worked with:-**

#### **Company: RIVOX**

From Apr'2012 to Dec'2012

(RIVOX Technologies is a new-age Creative Communications company specializing in providing Multimedia Solutions like Corporate Films- 3D Animation Service (Machinery / Mechanical / Machine / Industrial Animation, Product Animation, 3D Animated Advertisement- Ad), Motion Graphics and E- Learning Service, etc.)

#### **Experience: Admin and HR (as trainee) With Rivox Responsibility in HR/Admin Work:**

- Taking care of the day to day HR and Admin activities.
- Looking after office management and vendors.
- Looking Day to day requirements of the office.
- Taking Care of Attendance & Leave Application.
- Arrange Conferences & meetings.
- Guest Management.
- Arranging Meetings with Executives & Clients.

- Coordinates and Schedules events.

### **Education/Qualification**

**PGDM** in HRM from AMA (Ahmedabad Management Association)

**Graduation** from Narayana Guru College, Ahmedabad in Commerce stream.

**H.S.C** in Commerce stream with 63 % from [Maharashtra Board \(2012\)](#).

**S.S.C** with 60% from [Gujarat Board \(2010\)](#).

### **Personal Details**

Marital Status	:	Married
Date of Birth	:	24th Dec'1994
Languages Known	:	English, Hindi & Gujarati.
Interested	:	Dancing, Listing Music, Travelling at new places.
Computer Knowledge	:	MS Office, Word, Outlook, Excel.