

Resume

Sonal Riyani (M.B.A)

Name in full : Sonal N Riyani

C 3 Unity Appartment,

Birth date : 01 August 1993

Near Vishala,

Ahmedabad - 380055.

Marital status : Unmarried

Gujarat, INDIA.

Email : RiyaniSonal@gmail.com

Phone : + 91 9978692715 (M)

Hobbies : Data mining & information processing

Academic Qualifications

Master of Business Administration (7.0 CPI - Pursuing)

Atmiya Institute, GTU, Ahmedabad.

Bachelor of Business Administrations (Grade A)

M. J. Kundliya, Saurashtra University, Rajkot.

Area of Expertise

Data Gathering and reporting.

Representation of data in graphical term.

Expertise in Microsoft office.

Preparation of Analytical report from raw data.

Professional Experience

1) **Global Job.in**

Duration : 6 Month

Position : HR Executive

Responsibilities : have work as HR Executive , Handle all type of Recruitment, Used different job Portal Like Naukri.com, Times Job.com etc., handle all type of designation top to bottom level.

2) **Kunal Structure India Pvt. Ltd.**

Duration : 1 Year

Position : HR Executive

Responsibilities : have work as HR Executive , Handle all type of Recruitment, Used different job Portal, did all Interview Process, Joining formalities, Induction Training, did Campus Interviews for freshers, Salary Finalization, Offer Salary, all documantation Process.

Training Experience

Firm Name : Sterling Hospital, Rajkot.

Duration : 1 Month 15 days

Position : Trainee (MBA)

Responsibilities : have work in HR department whereas dealt with Screening of resume, creating master

Firm Name : Rajkot co-op. milk producer union limited (Amul), Rajkot

Duration : 1 Month

Position : Trainee (BBA)

Responsibilities : have work on employee welfare data collection. I had prepared list of question with

Firm Name : ECHJAY industry, Rajkot

Duration : 15 days

Position : Trainee (BBA)

Responsibilities : have been involved in preparing folder structure and documentation.

Achievements

- 1) Received an hounor of appriciation from Sterling Hospital as good performer.
- 2) Attend national level seminar on communication skills - 'A Corporate Success'
- 3) Have visited 'Macpower Industry' as part of day tout college curriculum.
- 4) Taken active participant in College level Inter Competition.
- 5) Have won 2nd price in Team play, named 'Krishna as Manager'
- 6) Have successfully completed Beginner level speaking English course.
- 7) Attend national level corporate lecture 7 days series 'Gyankosh'.

References

- 1) Pinal Kachhi (Prof. At Amity college)
- 2) Dr. Abhay Raja Ph.D.(Commerce) - Prof. At M. J. Kundaliya

Declaration

I hereby declare that all the information given above is True.

Date:

Place:

(Sonal Riyani)