

OBJECTIVE

Seeking a pivotal management role within a dynamic organization that presents me with challenging opportunities where my skills and experience have a valuable impact in the growth of the organization and at the same time contributing to self-progression

SKILLS PROFILE

MBA in Human Resources Management with 3 years professional experience in Human Resources and Admin Department with Comprehensive knowledge on HR competencies, recruitment procedures & policy implementations.

WORK EXPERIENCE

SIMFORM SOLUTIONS PRIVATE LIMITED

Nov-2019 — Dec-2021

Sr. HR Executive



- Coordination with Technical panel and understanding their requirements, defining job positions.
- Resourcing, screening and short listing resumes through various job portals or else internal reference, head hunting.
- Short listing the resumes based on desired skills and experience.
- Advertising vacancies, screening and short-listing resumes.
- Conducting telephone and Personal interviews in coordination with department heads.
- Preparing offer letter, employment contract and job descriptions, completing joining Formalities and documentation.
- Scheduling and arranging training while coordinating with external trainers and training programs.
- Identification of training needs and nominating candidates for training.
- Preparing Final settlements, Gratuity, leave salary and all employee benefits.
- Compilation & processing of attendance data in attendance system.
- Keeping track of Confirmation, Appraisals, and Increments of employees.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, Absenteeism notice, warning letter, showcase notice, experience/service certificate, relieving letter, etc.
- Effectively managing welfare measures, management - employee get together, picnics & parties.
- Developing employee engagement programs like Initiated and administered a welcome-mail policy to all new joiners, Initiated regular Birthday mailers & celebration policy.

ACCOUST CONSULTANCY PRIVATE LIMITED

June 2015 — Oct 2015

Recruiter (Freelancing)



- Sourcing and screening the right candidates through various source like job portals, reference and job postings or through direct interaction with the candidates.
- Worked on IT, Non-IT and many other fields
- Scheduling the interview of short-listed candidate with the company.
- Follow up on interview status and updating candidate on the same.

SIMFORM SOLUTIONS PRIVATE LIMITED**November 2014 — May 2015****HR Executive**

- Understanding the requirement with respect to technical and general aspects.
- Conducting the preliminary interviews by telephonic or face to face.
- Coordinating with candidate through mail and phone.
- Keeping track of responses and short-listing profiles.

**TECHNICAL
SKILLS**

MS Office- Word, Excel, Power-point, Simulation, C, C++, Visual Basic

TRAINING**SOFTCON PVT LTD**

Designation: Trainee
Duration: June 2013 to June 2014 (Semester 7 and Semester 8)
Place: Vadodara
Project Name: Transformer Protection System
Technologies Used: ATmega 8, Relays, LCD, GSM, Transformers, Buzzer, LED

TATA TELESERVICES LTD

Designation: Trainee
Duration: May 2013 to June 2013 (Semester 6)
Place: Surat
Project Name: Overview of Telecommunication Devices
Technologies Used: 1G, 2G, 3G, 4G, Multiplexer

EDUCATION**MBA IN HUMAN RESOURCE MANAGEMENT****June-2015 to June-2017**

SVKM's NMIMS University, Mumbai, Maharashtra

B.E in ELECTRONICS & COMMUNICATION**June-2010 to June-2014**

Madhuben And Bhanubhai Patel Women Institute of Engineering for Studies and Research, Anand, Gujarat
CGPA: 7.61/10

**PERSONAL
DETAILS****Date of Birth:** June 01, 1992**Languages Known:** English, Hindi, Gujarati**Address:** E-42 Tirthdham Apt, Bodakdev, Ahmedabad – 380054