

BHOOMI BHAMANI

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Certified Professional in Human Resource Field: I have total 3+ year of experience in human resource in different field. Apart from that specialization to develop new corporate including to build new admin and HR department including all bottom to top activities.

Professional Skills	
<input type="checkbox"/> Effective Communication	<input type="checkbox"/> Employee's recruitment in effective manner
<input type="checkbox"/> HR Department startup	<input type="checkbox"/> Induction, Orientation & training for new employee
<input type="checkbox"/> Effective Admin Startup	<input type="checkbox"/> Employee's documentation and personal file making
<input type="checkbox"/> Build HR policies rules and regulations	<input type="checkbox"/> Employee's Joining & Exit formalities
<input type="checkbox"/> HR Documentation	<input type="checkbox"/> Performance appraisal and monthly appraisal
<input type="checkbox"/> Vendor and account management	<input type="checkbox"/> Celebrate festivals, birthdays and work anniversaries
<input type="checkbox"/> Office expenses management	<input type="checkbox"/> Attendance & Payroll management
<input type="checkbox"/> Problem solving	<input type="checkbox"/> And other admin & HR related work

Professional Experience:

- SOFARSOLAR India Pvt. Ltd. (Shenzhen SOFARSOLAR Ltd company- China) (Ass. Manager in HR & Admin) April 2019 to Oct. 2020**

SOFARSOLAR (est. 2012) is one of the subsidiaries of SOFAR Group in China and specializes in R&D, production, sales and service of grid-tied inverters ranging from 1kW to 7.5kW (residential), 10kW to 70kW (commercial) and other related renewable products. SOFARSOLAR with more than 400 employees, has a very strong and experienced R&D team who have improved inverter technology both software and hardware. SOFARSOLAR inverters have been installed in 40+ countries (e.g. Australia, the UK, Italy, Belgium, Spain, Netherland, France, China etc.) with currently 4 own subsidiaries in Australia, Wuxi, Beijing, Shenzhen and Henan.

- **Threeway Group, Ahmedabad. (HR & Admin Head & Working partner) Jan 2019 to March 2019**
Threeway Group is providing multiple services like office setup for computer laptop and networking, Digital Marketing, Student's projects & training Etc.
- **Dash Technologies Inc., Ahmedabad (HR & Admin Executive): April 2018 to Dec 2018**
Dash Technologies is USA based IT & Recruitment Company. Where they are doing offshore recruitment for IT companies in USA and also into product & service base IT services like web application, mobile application web development, product development etc.
- **Raijin Solar Energy, Ahmedabad (HR Executive): Dec 2016 to Feb 2018**
Raijin Solar Energy Is a leading Photo voltaic(PV) Installer, EPC Contractor, Importer and Supplier of all kind of solar products. They are working with good companies as a subcontractor for PV Installer.
- **Rajasthan Chhatarbhuji Hospitals (GRMI), Ahmedabad (HR Clerk): Oct 2013 to Feb 2014**
The Gujarat Research & Medical Institute (Rajasthan Hospitals) is a charitable trust, founded and registered in the year 1982, when the members felt dearth of specialty health care facilities in and around the city of Ahmedabad and more so in Gujarat, Rajasthan and Madhya Pradesh

Education Qualification:

- **S.S.C.** from Gujarat board in year 2007 with **76.23%** from H.B. Kapadia New High School, Shahibaug, Ahmedabad.
- **H.S.C.** from Gujarat board in year 2009 with **66%** from H.B. Kapadia New High School, Shahibaug, Ahmedabad.
- **B.Com** from Gujarat University in year 2012 with **Pass class** from G.L.S. IC, Law Garden, Ahmedabad.
- **Post-Graduation Diploma in Human Resources Management** in year 2013 with **B grade** from G.L.S. Institute for Management Excellence.

Personal Details:

- **Full Name:** Bhoomi Manishhbhai Bhamani
- **Date Of Birth:** 8th December, 1991
- **Nationality:** Indian
- **Hobbies:** Travelling, Gossiping with friends, Socialism, Web surfing etc.
- **Open to Relocate Globally.**