Shalini Jiss Varghese

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Jodhpur Gam,

Satellite Road,

Ahmedabad.

[Shalinijohn7172@gmail.com](mailto:Shalinijohn7172@gmail.com), 6355680439

**Education**

* Master of Science, Human Resource Development (Aug 2015)

Indiana State University, Terre Haute, IN, USA

* Master of Business Management Graduation (April 2004)

ICFAI University, Ahmedabad, India

* Bachelor of Arts, Economics (April 2007)

St. Xavier’s Arts and Science College, Ahmedabad, India

* 10th & 12th Arts (April 2004)

Mount Carmel Convent School, Ahmedabad, India

**Experience**

**Sr Administrative Executive (April 2017- Till Date)**

AICA LAMINATES INDIA PVT LTD, AHMEDABAD

* Personal Assistant directly reporting to the Zonal Head of Ahmedabad.
* Monitoring and reporting Zonal Head emails and responding if required.
* Managing diaries and organizing meetings and appointments, often controlling access to the manager/executives.
* Acting as the administrative point of contact between the executives and internal/external clients
* Booking and arranging travel, transport and accommodation
* Reminding the manager/executive of important tasks and deadlines
* Typing, compiling and preparing reports, presentations and correspondence
* Implementing and maintaining procedures/administrative systems
* Maintaining service tax/ professional tax and TDS reports for every month and directly reporting to HO at Delhi

**Human Resource Coordinator (February 2015-December 2016)**

SpaHaute Company, Terre Haute, IN, USA

* Sorting and distributing incoming mail on regular basis.
* Maintaining employee files by handling changes in employee status in a timely manner in accordance to Federal Labor regulations, Department of Health Services, & Facility policy.
* Coordinating new hire paper work and new hire orientation meetings.
* Building new hire training program.
* Consulting with the department head to identify the training needs.
* Assessing the training needs and developing recommendations for new programs and training the employees.
* Reviewing applications/resumes; evaluating applicant skills and making recommendations regarding applicants’ qualifications.
* Verifying I-9 documentation and processing background checks of new hire.

**Human Resource Internship (August 2014-Decemeber 2014)**

SpaHaute Company, Terre Huate, IN, USA

* Managed the recruiting cycle by written job descriptions, sourcing and screening candidates, setting up interviews, conducting reference and background checks, preparing and sending offer letters.
* Prepared new hire packets for all facilities.
* Handled sensitive and confidential information such as personnel documents, records, preparing security of information, data and files.
* Maintained employee file records by handling changes in employee status in a timely manner.
* Verified I-9 documentation and processed background checks of new team members.
* Assisted with scheduling interviews and candidate testing.
* Developed and maintained employee handbook, performance evaluation form, and employee data form.

**Graduate Assistant (January 2014- December 2014)**

College of Graduate and Professional Studies, Indiana State University, Terre Haute, IN. USA

* Maintained the confidential office files.
* Welcomed guests and students by greeting them, in person or on the telephone; and answer or direct inquiries.
* Communicated with the student applicants on their application status.
* Secured information by completing data base backups.
* General administrative duties, such as delivery, photocopying and faxing.

**Administrative Assistant (May 2011-September 2012)**

Lalji Mulji Company, Ahmedabad, India

* Answered, screened and transferred inbound phone calls.
* Received direct visitors and clients.
* Completed general clerical duties including photocopying, faxing and mailing.
* Resolved administrative problems and inquiries.
* Prepared written responses to routine inquiries.
* Prepared and modified reports, drafts, memos and emails.
* Scheduled and coordinated meetings, appointments and travel arrangements for managers or supervisors.
* Managed a variety of administration and clerical functions in a high volume office.
* Worked independently with little or no direct supervision.

**Business Development Executive** (**April 2010-April 2011)**

GO4Research, Ahmedabad, India

* Encouraged new client development through telemarketing, alerting clients on ups and downs of the stock market and encouraged buying or selling the shares for mutual benefits.
* Completed feedback calls to increase customer retention numbers.

**Project**

A qualitative study to understand “How married working women with children’s balance professional and personal lives”.

**Seminar and Workshop**

Student Success discussed on proactive student life, opportunity creation, and importance of networking, Indiana State University, October 2014.

**Key Skills**

* Excellent verbal and written communication skills
* Ability to multi task and prioritize daily workload
* MS OFFICE and ERP

**Personal Information**

* Marital Status: Married
* D.O.B: 15/11/1985
* Child: 1 Son (5 Years)