**SHRUJAL SHAH**

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**CAREER OBJECTIVE**

To be part of an organization, where my qualification and experience can be used for contributing to the growth of the company I would like to upgrade myself regularly so that I can prepare myself to face challenges in competitive world.

**PROFESSIONAL SUMMARY**

A competent professional with more than 5 years’ experience of comprehensive experience in the area of Human Resource Management

Extensive background in HR generalist affairs including experience in employee recruitment and retention, staff development conflict/dispute resolution, compensation and benefits, HR policy formulation and development, legal & labor compliances and Employee Engagement.

**HR SKILLS**

HR Policy Execution Recruitment & Selection Performance Management Training & Development Employee Engagement & Welfare MIS Reports

Competency Mapping Statutory Compliances Payroll Management

Compensation & Benefits General Administration

**PROFESSIONAL EXPERIENCE**

**Present Employer : Dakshinamurti Pharma Pvt. Ltd.**

**Period :** Oct’ 2018 to till date

**Designation** : HR Generalist

**KEY RESPONSIBILITIES:**

**Recruitment selection & manpower planning:**

Making recruitment strategies, processes, policies and implementing them in all locations.

Job Analysis & Evaluation, Advertisement, Campus hiring, Screening, Short-listing, Interview scheduling, and follow up of the suitable candidates for the interview & salary negotiation.

Overall responsibility of man power planning, recruitments and Attrition Management.

**Training & Development:**

Health and safety training, Skill development, motivation, mock drill and fire safety program in-house.

Preparing Annual Training Calendar and Monthly training plan

Evaluation of Training benefits and providing proper feedback

**Performance Appraisal:**

Formulation of Performance appraisal system, policies & procedures

Monitoring performance during probation & providing timely feedback to appraise and review

Motivating the team to achieve not only their individual goals but also achieving the entire team goals

**On boarding & Exit formalities:**

Conducting induction training & orientation program and OJT (On Job Training) for new joining’s

Ensuring clearance formalities are completed at the time of exit and F&F is processed within time frame

Conducting Exit Interviews and collecting proper feedback for better workplace environments for organization

**Human Resource Management:**

Interpret, implement and formulation of HR policies, practices and procedures for employees in accordance with the vision and mission of the Company and periodical reviews of existing policies

Preparing Offer, Appointment, confirmation, promotion process & increment, show cause and warning letters etc

**Salary, Wages & MIS:**

Preparing Payroll, salary and wages, over time, Incentives, Bonus, Time office Management, MIS and keeping individual records, attending to salary related inquiries from employees

**Grievances Handling:**

Warning letters, Preliminary enquiries, letter of suspension, show cause notice, letter of termination, transfer letters, Standard for particular conduct, Verbal Reprimand, Culpable Misconduct etc.

Grievances & Counseling taking timely remedial measures on various grievances of employees

**Legal & Compliance:**

Statuary compliances & Returns (Welfare, Factory, PF, ESIC Act, Employment Exchange Return etc)

New Contractor & Monitoring all return & records under Contractor Labor Act

Handling IR matters including disciplinary matter and labor cases

**Employee Engagement:**

To help in organizing various events and programs to bring employees together

Conducting Open houses for Employee Engagement, Rewards & Recognition ceremonies, Cultural & Social events involving employees & their families

**Previous Employers :**

**Present Employer : Kataria Automobiles Pvt. Ltd.**

**Period :** Jul. 2017 to Oct. 2018

**Designation** : Executive – Corporate HR

**Job Profile :** HR generalist and Recruitment activities, Coordinating grievances and handling all welfare issues, HR core activities considering recruitment, payroll, attendance working and leave management

**Employer Name : Colorobbia Chemical India Pvt. Ltd**

**Period : Aug. 2015 to Jun. 2017**

**Designation : Executive - HR**

**Job Profile :** HR generalist activities, Coordinating grievances and handling all welfare issues, HR core activities considering recruitment, payroll, attendance working and leave management.

**Employer Name : Prabhu Creations Pvt. Ltd**

**Period : Jun. 2014 to Jul. 2015**

**Designation : Executive – HR & ACCOUNTS**

**Job Profile :** Basic Accounting entries, Office Administration and HR Generalist Activities

**EDUCATIONAL QUALIFICATIONS**

**2019 MBA (HR**) Symbiosis University, Pune, Maharashtra (with 63%)

**2017 M.com** Gujarat University, Ahmedabad (with 58%)

**2015 B.com** Gujarat University, Ahmedabad (with 66%)

**2012 12th** Gujarat Board, Ahmedabad (with 82%)

**2010 10th** Gujarat Board, Ahmedabad (with 75%)

**PERSONAL MEMORANDAUM**

**Date of Birth:** 06th Jan, 1995 **Gender:**  Female

**Marital Status:** Married **Languages:** English, Hindi & Gujarati

**Hobbies:** Travelling and Music **Present address:** Satellite , Ahmedabad -380015

**(Shrujal Shah)** 