## ASHISH SAXENA

**Residing Address: Contact details:**

A block , Navkar Appt. + 919978811036

Near Jay Ambe Nagar

Thaltej, Ahmedabad ashkhub@yahoo.co.in

Gujrat-380054 ashkhub@gmail.com

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| **Interested in joining as…** D.O.B : 29/AUG/86  Human Resource Executive  (Currently Working In Claris Group)  Total Relevant Experience 20 Months  B.Sc / PGPM / MBA (HR) |

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**Professional Experience::**

1. **CURRENT ORGANISATION :- ( OCT 2010- Till now)**

**Organization: - Vivante Pure foods Pvt Ltd.**

**- Basically Vivante is into FMCG sector, and it is into Food Industry.**

**- A group company of Claris Life Science Ltd (Pharmaceutical Co.)**

**Designation: - Executive HRM**

**Current Responsibilities:-**

* **Recruitment and Selection.**
* End – End Recruitment.

- Screening, Shortlisting & Line up Candidates as per the job Description.

- Conduct & Co-ordinate Interviews.

* Head Hunting.
* Reference Check and Background Check.
* Offer releasing Process.

- Release Offer as well as Provisional Salary Sheet.

* **Joining Formalities.**
* Form filling.

- (Membership Form, PF Form 2, Access Card Form, etc...)

* Along with other Documentation.
* **Induction & Orientation.**
* Plant Visit.
* Presentation of Claris Group Companies.
* **Employee Engagement.**
* Arranging Seminars and plant visit.
* Conduct Daily Prayer.
* Sending Birthday/Anniversary Wishes. Etc….
* **Training and Development.**
* Design sales training module.
* Coordinating Entire Sales Training.
* **Employee Self Service (ESS).**
* Maintaining and Updating Employees Data.
* Also Maintain Employee Personnel Files.
* **Employee Separation.**
* Co-ordinate Exit interviews.
* Doing Hand over Process.

1. **PAST ORGANISATION :- ( May 2009- March 2010)**

**Organization: - APEX CONSULTANTS.**

**Designation: - Officer – Recruitment**

**Responsibilities:-**

* Understanding the exact requirement of vacant Positions
* Drafting & Postings of job listings on different Job Portals.
* Resume search from the different job portals.
* Screening & Short listing of resumes.
* Interaction with candidates to complete the Pre-Interview documentation.
* Scheduling interviews.
* Daily reporting to the Team Leader.

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| **Projects Experience ::** |

* **Title: Study of HR Functions, Auditing of Personnel Files.**
* **Company:** Adani Township & Real Estate Co. Ahmedabad (GUJRAT).
* **Duration:** 164 days (approx 6 months).
* **Title: The Study of Grievance Handling Procedure in BHEL.**
* **Company**: Bharat Heavy Electricals Limited. Bhopal (M.P).
* **Duration**: 45 days (One & half month).

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| **Additional Experience ::** |

* **Participated in workshop on PAYROLL, ESI & PF.**

IVY HR SERVICES {HYDERABAD}

* **Participated in HR Conference “UTKARSH-VOYAGE OF DEVELOPMENT”.**

Faculty Of Management Studies (FMS)

* **Completed Management student’s Program Held at confluence 2009, IIM-AHMEDABAD’s Annual International Management Summit.**

Indian institute Of Management (IIM-A).

* **Attended Industrial Visit** to SINGAPORE & MALAYSIA.

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| **Computer knowledge ::** |

* Microsoft office.
* Windows Basics and Exposure to internet.
* Worked with Open Office as well.

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| **Professional Qualification::** |

**Masters in Business Administration [MBA]** 2008 - 2010

Institute of Business Management & Research - Ahmedabad, India

Majors: Human resource management (HR)

Scored: - 74.45 %

**Post Graduate Programme in Management [PGPM]**  2008 2010

Institute of Business Management & Research - Ahmedabad, India

Scored: - 72.75%

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| **Educational Qualification** |

**Bachelor of Science [B.Sc]** 2005 - 2008

S. S. L .Jain PG. College, Vidisha, Barkatullah University Bhopal (M.P.)

Scored 73%

**Higher Secondary Education [12th Standard]** 2004 - 2005

Majors: Science

S.S.L. Jain H.S. School, Vidisha (M.P.)

Scored 70%

**Senior Secondary Education [10th Standard]** 2002-2003

St. MARY’S H.S. School Vidisha (M.P.)

Scored 79%

**References:-**

Provided As and when Required.

**Date:**

**Place: Ahmedabad (Ashish Saxena)**