

Zankhana Yogeshkumar Shinde

Date of Birth :12/07/1993

Contact

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Address

657, Vishalnagar, Isanpur, Ahmedabad-382443

Objective

To work in a healthy, innovative and challenging environment extracting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

Education

Degree	Institute	Board / University	Year	% marks / CPI
10 th	Shree Durga Vidhyalay	G.S.E.B	2009	58.92
12 th	Hirabhai Kanya Vidhyalay	G.H.S.E.B	2011	52
B.com	P.D. Pandya Girls Commerce college	Gujarat University	2014	4.69
PGDHRM	Mahatma Gandhi Laboure Institute	Guj.gov.	2016	complete

Work Experience

- Organization : Aegies Global (An Essar enterprise)
Designation : Process Associate (FSS Department Back office in account)
Duration : Since 15th oct.2014 to 10th June 2016.
- Organization : Maple Tree Hospitality pvt.ltd.
Designation : Operation Management Executive (HR Department)
Duration : 24th Feb.2017 to 31st Jan.2019
- Organization : Sage BPM (Sage InfoTech)
Designation : HR & Admin Executive
Duration : 8th April 2019 to 20th December 2019

Software/Computer Proficiency

- 1) Basic Computer knowledge and Internet
- 2) Tally-9
- 3) M.S.office
- 4) DTP

Job Profile

- Sufficient knowledge of excel.
- Using SAP for the vendors details and site details.
- Knowledge of generating occupancy and expanse MIS report.
- Recruitment process
- Job Posting on different job portals & Schedule the Interview
- Taking Interviews & Shortlisted the candidates
- Documentation of new joiner of the company.
- Induction of the company to the new employees
- Handling Payroll work.
- Maintain attendance register of employees.
- Birthday celebration and festival celebration and Event Management.
- Making basic training points and arrange schedules of employees.
- Patty cash management.
- Joining Formality & Exit formality
- Reliving letter and Appointment letter
- I Card work.
- Leave management.
- Recruitment as per requirement.
- HR Policy Making
- MIS related to employees performance (PMS).

Interests / Hobbies

- Reading
- Travelling
- Dance
- Music
- Teaching

Personal Details

Fathers Name : Yogeshkumar S Shinde
Gender : Female
Languages Known : English, Gujarati, Hindi, Marathi
Permanent Address : 657 Vishal Nagar, Isanpur Near Govindwadi, Ahmedabad 382443
Nationality : Indian
Marital Status : Married

I hereby declare that the above written particulars are true and correct to the best of my knowledge and belief

Date:

Place: Ahmedabad

Zankhana.Y.Shinde