

Curriculum Vitae

Name: Kreya Shah

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ACADEMIC PROFILE

School/University	Degree/Standard	Board / University	Year of Completion	Marks (%) / CGPA
Ahmedabad University	I-MBA(HR)	Ahmedabad University	2019	3.02/4.33
St. Kabir School	HSC	GHSEB	2014	81.5%
St. Kabir School	SSC	GSEB	2012	77.01%

WORK EXPERIENCE

● ARC Consultancy (From Dec'18 to June'19)

◆ **Designation-** Executive-Talent Acquisition

◆ **Roles & Responsibilities:**

- End to end recruitment process
- Sourcing & screening candidate's profiles through various means like job portals, headhunting, references, social networking, etc.
- Managing coordination, sharing updates & following up with the candidates
- Responsible for complete process from sourcing the candidates to scheduling interviews to negotiation & all the necessary coordination till joining of the candidate
- Responsible of maintaining data, creating reports & error free MIS
- Employee Engagement activities
- Training and Development(Design and Execution)

Ecosmob Technologies Pvt Ltd(From July'19 to till date)

◆ **Designation-** Sr. Recruitment & Operations Specialist (Handling Team of 3)

◆ **Roles & Responsibilities:**

- Employee Engagement activities(Design, Planning and Execution)
- Training and Development(Design, Planning and Execution)
- Handling Administration Department
- End to end recruitment process
- Onboarding Process(Training to Probation period)

- Managing Travel Desk of employees
- Part of performance management process
- Managing Exit formalities of employees
- Responsible of maintaining data, creating reports & error free MIS
- Handling procurement department and vendors
- Performance management process
- Handling onboarding(Induction) process end to end
- Calculating Payroll/Stipend and shift allowance of employees

INTERNSHIPS & KEY PROJECTS

Summer Internship (iMBA)

1) Zydus Hospitals (May 2018-July 2018)

♦ **Title:** Routine HR Operation

♦ **Responsibilities/Task Performed:**

1. Evaluated the effectiveness of the company's current training and redesigned feedback system
2. Understanding the process of NABH and maintaining of employee's files/records
3. Recruited for the positions at various locations
4. Organized employee engagement activities
5. Plan and execute corporate events

2) Hearty Mart Enterprise Pvt Ltd (May 2017-July 2017) ♦ Title: Routine HR Operations

♦ **Responsibilities/Task Performed:**

1. Planned and executed hearty mart excellence award event
2. Designed a mechanism for effective performance management

3) Avionic Consulting Solutions (May 2016-July 2016) ♦ Title: Recruitment Process

♦ **Responsibilities/Task Performed:**

1. Gained practical knowledge of recruitment process and cold calling
2. Got accustomed with using job portals like, Monster.com and Naukri.com

4) Self Employed Women's Association (SEWA) (April 2015-May 2015) ♦ Title: Electronic Waste Management

♦ **Responsibilities/Task Performed:**

1. Got sensitized towards the menace of electronic waste
2. Got to know about the problems faced by underprivileged women

Research Papers and Citation (iMBA)

1) A study on Specially-Abled Entrepreneurs in Gujarat (August 2016-March 2017) - Project details cited in “Gauging Entrepreneurship for Disabled Entrepreneurs”, published in Emerald Insight on 24th October 2017

ACTIVITIES & HONORS

Co-Curricular Activities

- Attended Entrepreneurship Awareness Camp (EAC)- TiE 2015
- Attended the workshop, ‘English Communication Skills and Personality Development’- AMA, 2014

PERSONAL DETAILS

Location: Ahmedabad

DOB: 10TH Aug 1996

Languages Known: English, Hindi and Gujarati

Hobbies: Dance, Music and Traveling