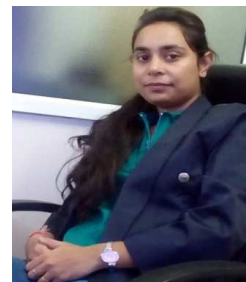


Curriculum Vitae

Urvi Vipul Mer

Cell No: +91 9726534186
Add : E-702, Devam Appartment,
Godarej Garden city,
Ahmedabad - 382470
Date of Birth : 21st June, 1990
Gender : Female
Marital Status : Married
Email: urvimer.92@gmail.com



OBJECTIVE

To secure a challenging position in an organization where my skills and creativity can be best utilized and through personal initiatives can relate and share success with team members of the organization.

SUMMARY

- A resourceful and well-rounded team player HR Operation Professional with Six years experience in Employee Relations, Benefit & Compensation Administration, Staffing, Training and Project Management.
- Advice and counsel the company policies and procedures, state and local labour laws.
- Execute task force programs for union avoidance and maintain non-union status despite constant labour union aggression.
- Develop tactical and healthy solutions for business development.
- Expert professional in business development, planning and executing business strategies, master in developing new market channels and building strong relationships with sales managers, customers and industry leaders.
- Vast experience with branding and introducing new products.
- Superb understanding of business sense and strategies.

EMPLOYMENT DETAIL

Duration	Designation	Company
April 2012 to 2014 January	HR & Admin + BDE	Starline Solutions Pvt. Ltd
April 2014 to till date	HR Operational Manager	MANJ Investment & Management Consultancy

EDUCATIONAL QUALIFICATIONS

Examination	Board/University	Year	Grade/Percentage
Php	Nice Insitute	2014	A
Asp.Net With C#	Navakar Institute	2011	A+
B.Sc (Info.Technology)	Shridhar University	2013	First Class 6.8
Diploma(IT)	GTU	2011	First Class 7.1

Curriculum Vitae

Professional Summary

Company: MANJ Investment & Management Consultancy

Duration: April 2014 to till date

About: Private Market Yard End to End Solution

Designation: HR Operational Manager.

Roles and Responsibility:

- Developing the HR plans and policies in conjunction with the company's overall development plan.
- Overall responsibility of man power planning and recruitments.
- Developing the induction program for the new recruits.
- Working out the compensation plan and policies.
- Conducting researches to study the current compensation trends in the market.
- Developing and implementing the performance appraisal system for the company and coordinating it with other line managers.
- Coordinating with finance department for processing of payments to employees.
- Identifying the training needs, developing training programs to ensure constant learning and development of employees.
- Establishing a proper organizational structure.
- Developing and implementing disciplinary policies.
- Developing and implementing employee welfare policies.
- Developing the exit process for the employees.
- Dealing with the final settlement of employees when they leave.
- Maintaining good internal communication within the company.
- Developing various reports for management which make it easy to make decisions regarding the current resources.
- Responsible for achieving the monthly sales targets, assigned to him/her, for various products and services offered by Company.
- Cross sell new product and service opportunities
- Market mapping, customer mapping, competitor mapping in the geography assigned
- Proactively identify sales prospects and do business development activities in the geography assigned
- Follow up on new leads and referrals to generate business
- Follow the various internal guidelines and procedures.
- Ensure customer satisfaction.
- Resolve customer queries/issues
- Maintain periodic status reports, including daily activity report and calls/follow-ups made

Curriculum Vitae

Company: Starline Technology
About: Software development
Designation: HR Manager + BDO

Duration: April 2012 to January 2014.

Roles and Responsibility:

- Employee verification and applicant tracking.
- Expertise in managing the workflow of the employees.
- Experienced in filing, faxing, copying, bookkeeping and data entry. Expertise in preparing time sheets and payrolls.
- Experience of maintaining personal files, process employee referrals, complete
- Conduct training programs; prepare the contents and providing training to the vendors.
- Conducted orientation program providing medical benefits, short/long term disability, life insurance and leave absence process.
- Calculate the monthly, quarterly and yearly benefits and payrolls of employee.
- Conduct interview for employees.
- Implement safety norms to exceed OSHA requirements and control costs.
- Feed the details of employee review, counseling's and other data in the Database.
- Update the employee information manually and on systems regularly.
- Supervise and mentor the employees.
- Developed new marketing strategies to capture market channels with new clients.
- Brought new processes to firm for its growth, using various marketing strategies and communication skills in order to brand the firm in the market and attract new clients.
- Developed strategies and business for the firm by building corporate relationships with customers and the industry/market leaders.
- Utilized sales and marketing tools to create brand awareness in the market.
- Introduced improvements in business strategies based on customer feedback.
- Expanded business along with the respective market share for the firm.
- Played key role in company initiatives for developing new projects for future use.

I confirm that the information provided by me is true to the best of my knowledge and belief.

Place: AHMEDABAD

Date:

Yours sincerely,
Urvi Vipul Mer