

Career Objectives:

- To seek challenging avenues where my knowledge matches with the organization's growth.
- To develop my career as HR professional that leads to further growth in my professional skills and personal satisfaction by utilizing skills and ability to work for the growth of an organization.
- To secure a promising position that offers both a challenge and a good opportunity for growth.
- To use my skills in the best possible way for achieving the company's goals.

Educational Qualifications:

1. Post Graduate Diploma in Human Resource Management (PGDHRM) from Mahatma Gandhi Labour Institute (MGLI), Ahmedabad in 2015 with 61.5%.
2. B.com from Gujarat Law Society Institute of commerce (GLSIC), Ahmedabad in 2013 with 55%
3. HSC(10+2) from PBD Joshi High School, Ahmedabad in 2010 with 72%
4. SSC(10) from PBD Joshi High School, Ahmedabad in 2008 with 62.46%

Organizational Highlights:

1.



Employer Name: ThirdRockTechkno LLP.
Designation: Senior Hr Executive.
Date Of Employment: June 2021 to till date.
Working Place: Ahmedabad (CG Road)

Responsibilities

- Implementing of HR policies for the betterment of both company and staff.
- Understanding manpower requisition from the concerned department & arranging for technical interview and coordinating with the concerned person.

- Handling team of recruiters & training them.
- Closure of senior technical profiles of Javascript [React js, React native, Node js, Mean Stack], Opensource [PHP, Laravel, Wordpress] Magento & Other languages.
- Doing a background verification of the shortlisted candidates.
- When a particular candidate is finalised and selected, giving him offer letter. On the joining of services, issuing appointment letter with brief working agreement / policies and giving a description of the same.
- Handling the induction process.
- Keeping a track of the attendance, leave management of the employees.
- Seeing to it that no employees are irregular and if there are such people, taking corrective / preventive measures for the same.
- Keeping a track of employee attrition ratio & retaining the employees for betterment of company.
- Handling payroll activities & throughout knowledge of KEKA HRMS.
- Employee engagement activities to have a better coordination between them and arranging for activities that could be helpful.
- Planning events and getting those approved by the senior management and implementing.
- Handling the staff so that people are not dissatisfied with each other / management.
- Conducting exit interviews of candidates and analysing the difficulties and take corrective actions for the same.
- Helping the person to be relieved properly, issuing of relieving and experience letter for them.
- Doing full and final settlement for the person.

2.



Employer Name: Bytes Technolab Private Limited.

Designation: Senior Hr Generalist.

Date Of Employment: July 2018 to June 2021.

Working Place: Ahmedabad (Keshav bagh Road)

Responsibilities

- Implementing of HR policies for the betterment of both company and staff.
- Understanding manpower requisition from the concerned department & arranging for technical interview and coordinating with the concerned person.
- Handling team of recruiters & training them.
- Closure of senior technical profiles of Javascript [React js, React native, Node js, Mean Stack], Opensource [PHP, Laravel, Wordpress] Magento & Other languages.
- Doing a background verification of the shortlisted candidates.
- When a particular candidate is finalised and selected, giving him offer letter. On the joining of services, issuing appointment letter with brief working agreement / policies and giving a description of the same.

- Handling the induction process.
- Keeping a track of the attendance, leave management of the employees.
- Seeing to it that no employees are irregular and if there are such people, taking corrective / preventive measures for the same.
- Keeping a track of employee attrition ratio & retaining the employees for betterment of company.
- Handling payroll activities & throughout knowledge of KEKA HRMS.
- Employee engagement activities to have a better coordination between them and arranging for activities that could be helpful.
- Planning events and getting those approved by the senior management and implementing.
- Handling the staff so that people are not dissatisfied with each other / management.
- Conducting exit interviews of candidates and analysing the difficulties and take corrective actions for the same.
- Helping the person to be relieved properly, issuing of relieving and experience letter for them.
- Doing full and final settlement for the person.

3.



Employer Name: Studio45 IT Services Pvt Ltd.

Designation: Hr & Admin Executive.

Date Of Employment: Sep 2017 to July 2018.

Working Place: Ahmedabad (CG Road)

Responsibilities

- Understanding manpower requisition from the concerned department.
- Arranging for technical interview and coordinating with the concerned person.
- Maintaining and updating the database of candidates.
- Doing a background verification of the shortlisted candidates.
- When a particular candidate is finalised and selected, giving him offer letter. On the joining of services, issuing appointment letter with brief working agreement / policies and giving a description of the same.
- Designing of the salary structure for the candidates.
- Properly filing of relevant documents of new joiner as required.
- Introducing them to the team and supervisor / manager.
- Keeping a track of the attendance, leave management of the employees.
- Seeing to it that no employees are irregular and if there are such people, taking corrective / preventive measures for the same.
- Helping seniors do performance appraisal in a better way by adopting better strategies.

- Keeping a track on employee turnover and exit ratio.
- Employee engagement activities to have a better coordination between them and arranging for activities that could be helpful.
- Planning events and getting those approved by the senior management and implementing.
- Handling the staff so that people are not dissatisfied with each other / management.
- Handling of admin activities
- Conducting exit interviews of candidates and analysing the difficulties and take corrective actions for the same.
- Helping the person to be relieved properly, issuing of relieving and experience letter for them.
- Doing full and final settlement for the person.

4.



Employer Name: Acute Informatics Pvt Ltd

Designation: Hr Executive (Recruitment)

Date Of Employment: Dec 2015 to June 2017.

Working Place: Ahmedabad (Gulbhai Tekra)

Responsibilities

- Understanding manpower requisition from the concerned department and understanding requirement and accordingly searching candidates according to job description provided.
- Searching Candidates for requirement using different job portals.
- Sourcing candidates that match the desired skills.
- Screening them by conducting Telephonic or Personal Interviews as the case may be.
- Arranging for Technical interview and coordinating with the concerned person.
- Communicating the employment status to the applied candidates.
- Maintaining and updating the database of the candidates.
- Doing a background verification of the shortlisted candidates.
- When a particular candidate is finalised and selected, coordinating with the company for issuing offer letter and appointment letter for the same.
- While joining briefing him about the working culture, agreement and policies about the company.
- Very well versed with mailing etiquettes and formatting.
- Proper filling relevant documents of the candidate as required, explaining mode of communication and introduce candidate with company.

Internship:



- Training in **Vadilal Industries Ltd.**, Ahmedabad as *HR TRAINEE* for 2 months on “*HR PRACTICES*”.
- Summary of Project...
 - I came to know more about the practical knowledge of being an HR and came closer and made myself clear about the day to day activities of an HR that are being carried in present situation and also about the practices of HR.
 - HR Practices are strategic in nature. They represent a vital guidance system that coordinates with executive business plan.
 - As per the study I personally believe that HR Practices are must and should be taken utmost care of it.
 - HR Practice is a vast area of study and basically all things are covered under this topic and working of company also, all achievements, issues and challenges can be known.

Additional Certifications:

- Certification of working of Financial Accounting System Tally.ERP 9 from Academy for Computer Training (Guj.) Pvt Ltd (ACT).
- Certification from SCOPE (Society for Creation of Opportunity through Proficiency in English) for fluently speaking and communicating in English language.

Computer Skills:

Computer Skills	Proficiency Level
MS OUTLOOK	Moderate
MS WORD	Excellent
MS EXCEL	Excellent
MS POWERPOINT	Excellent
OPERATING SYSTEMS	Windows XP,7,8,10

Personal Interests / Hobbies:

- Traveling
- As being foodie by nature love to explore new cafes and restaurants and observe the management, services and interior.
- Learning to both adopt and adapt new technologies

Key Skills:

- Team Player
- Dedicated
- Confident
- Strong Communication and Interpersonal Skills
- Leadership Quality

Personal Details:

- Primary Address: C-202, Aaron Elegance, near Swagat Bungalows new cg road Chandkheda Ahmedabad-382424.
- Birth Date: 7th April, 1992
- Nationality: Indian
- Gender: Female
- Language known: English, Gujarati, Hindi

References:

Shall be furnished upon request.

Declaration:

I hope your honour will consider my application. Giving you an assurance to work honestly and sincerely and try my best to satisfy company with my work.

(Shivangi Kothari)