

Bansari Pandya

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Career Objectives:

- I am willing to work organization which can grow my caliber and use my expertise at the best. I put my 100% to ensure that the responsibilities given to me are completely fulfilled with my skills, hard work and understanding.

Area of Expertise:

- Good Communication Skills
- Quick Learner
- Good in MS Office
- Team Working
- Self-motivated

Work Experience:

Polycab India Limited (Management Trainee-CSR/HR) Duration – Aug 2022 to April 2023

- Preparing Report, Presentation, MOM for CSR department.
- Doing Learning and Development Activities.
- Maintaining all documentation work.
- Doing all Employee Engagement work.
- Recruitment related work.
- Preparing attendance sheet, salary sheet on monthly basis manually.
- Coordination with Senior Management on day-to-day basis & helping them in decision making.
- Conducting Induction & Orientation for new Joinees.
- Preparing monthly Training Calendar.

Academic Background:

Qualification	Passing Year	University	Marks In %
MBA with HR	2019	Gujarat Technological Uni.	71.5
B. Com with Finance	2017	M.S. University	58
12 th STD	2014	H.S.C.	77
10 th STD	2012	S.S.C.	80

Project Details:

- Human Resource Recruitment department at Sarthee Consultancy (Ahmedabad) 45 days
the main objective of this project is to analyses recruitment process done by consultancy.
- Supply Chain Management in Baroda Dairy (Baroda) 6 Months
How to supply dairy products & how they manage
- Employee Retention in Apollo Tyres Ltd. (Baroda) 4 Months
Why retention ratio increased?

Hobbies:

- Listening Music
- Cooking
- Internet Surfing
- Travelling

Personal Profile:

Languages: English, Hindi, Gujarati

Address: Mittal Apartment, oppo. Gurudhwara, Maninagar, Ahmedabad - 380008