<u>Résumé</u>

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<u>Objective:</u>

To see full opportunity to develop my professional as well as personal skills and to contribute the Maximum knowledge in the success in journey of the organization that provides ample opportunities to learn and contribute.

<u>Academic qualifications:</u>

Sr. No.	Course	School / College	Board/ University	Year Of Passing	Percentage/C GPA
1	B.E(Computer)	GEC Modasa	GTU	May,2014	6.59
2	H.S.C.	R.G.Patel High School	G.S.E. B	March,2010	69%
3	S.S.C.	M.H.High School	G.S.E. B	March,2008	78%

<u>Work experience:</u>

1. **Company name:** Media NV
   Duration: Aug 2021 to Jan 2022
   Designation: HR Manager
   Roles and Responsibility:
   <u>**Recruitment**</u>:
   - Understand job requirement and prepare JD for all the IT profiles
   - Design a hiring flier
   - Assisted with best hiring portals and uses of that . .i.e. LinkedIn , Naukri
   - Approach candidate , set up interview , follow - up and salary negotiation
   - Market survey and create career ladder for Developers and SEO profiles
   - Set up hiring plan and processes

   <u>**On - boarding**</u>
   - Identify need and setup proper on-boarding process starting from welcoming to make new joiner understand company work culture and introduction within team
   - Ensure pre - joining processes to be completed on time
   - Enter new joiner details on HRMS portal (GroveHR)
   - Document verification of new joiner

Off- boarding
- Identify and set up proper Off-boarding process
- Discuss and send resignation acceptance mail
- Ensure proper handover to be done before exit
- Set up Farewell meet

Employee engagement
- Organize Monthly employee birthday wishes and work anniversary wishes
- Plan team building activities
- All the festival celebration plans

Company branding
- Set up Company LinkedIn page and increase followers
- Create celebration videos and post on Company LinkedIn page
- Post hiring message on LinkedIn page

Payroll and Grievance handling
- Resolve salary related queries of employees
- Assist to setup payroll
- Resolve attendance and leave related queries of employees

2. **Company name:** o2h group
   Duration: Jan 2020 to Aug 2021
   Designation: Executive HR
   Roles and Responsibility:
   - Designing and implementing Induction, Onboarding & Off boarding process.
   - Document and background verification of newcomers.
   - Introduced yearly employee engagement activity model and executing it.
   - Designing & Implementing Training and development process and track progress of training.
   - Plan a monthly calendar of employee engagement activity and training.
   - Involved in all the important company wide meetings.
   - Present monthly MIS.
   - End to end recruitment from manpower planning till closer.
   - Preparing and drafting job descriptions for all open positions. Responsible for drafting job descriptions for Backend developer, Frontend developer, Mobile application developer, Marketing executive, QA Lead.
   - Conduct quarterly and yearly Performance review meetings.
   - Support Marketing team with the new company branding ideas.
   - Identifying key points about the organization and Prepared recruitment script.
   - Design the process as and when need arrives.
   - Analyze the induction, onboarding, off boarding, employee engagement, recruitment and training feedback and improve it.
   - Introduced Practical assessment tool – Talscale

3. **Company name:** JB Solutions
   Duration: April 2019 to Nov 2019
   Designation: HR Executive
   Roles and Responsibility:
   - Responsible for end-to-end recruitment right from sourcing till closure.
   - Sourcing CV from Indeed and LinkedIn.

- Conducting 1st level of interview and evaluating profile.
- Design recruitment process and implementing it.
- Prepared employee data book.
- Onboarding: Document verification and Background check.

4. **Company name:** The One Technologies
   Duration: June 2017 to Oct 2018
   Designation: HR Manager
   Roles and Responsibility:
   - Responsible for end-to-end recruitment right from sourcing till closure.
   - Gathering requirement from technical panel.
   - Sourcing CV from job portals (LinkedIn, indeed, Facebook) and free job posting sites.
   - Conducting 1st level of interview and evaluating profiles as per the requirement.
   - Maintain employee data record.
   - Worked on ATS tool – Zoho and attendance management tool.
   - Introduced yearly employee engagement activity and budget planning.
   - On-boarding process – Background verification and document verification, employment agreement, bank account opening, Welcome mail, employee introduction, sitting arrangement.
   - Off – boarding process – F & F calculation, exit interview, documentation.
   - Campus hiring – Prepare presentation, connect with placement coordinator, plan campus drive, Prepare company detail document.
   - Recruitment flyer design suggestion.
   - Responsible for Walk-in drive – 100 applicants appeared for the interview.
   - Closed 25 positions.
   - Employee grievance - Generate employee's UAN and PF Number, Handling PF related issues.
   - Payroll management.
   - Design salary structure of new joiner.
   - Involved in appraisal review meetings.
   - Admin work (Stationary material order, party order, toiletry material order).
   - Leave & attendance management.
   - Employee engagement activity.

5. **Company name:** HSB Infotech Pvt. Ltd.
   Duration: March 2015 to June 2017
   Designation: IT Recruiter
   Roles and Responsibility:
   - Responsible for end to end recruitment right from sourcing till closure.
   - Gathering the requirements from Technical Panel/Management/ Client
   - Sourcing CVs from job portals(Naukri,Monster,Shine)social networking sites (LinkedIn/Facebook).
   - Identifying and evaluating profiles as per the requirement.
   - Screening, short listing and scheduling candidates as per the requirement.
   - Understanding the candidate's suitability for the role by discussing the role in detail against his/her previous experience
   - Conducting 1st level interviews.
   - Coordinating with client/Management for Interview Schedules and feedback.
   - Coordinating and handling the entire Recruitment Process.
   - Submitting CVs to the end client/Technical panel explaining the candidate's suitability for the role.

- Following up with the end clients/Technical Panel for feedback on the submittal and updating the candidates with the feedback provided.
- Active follow-ups with the offered candidates and guiding them with the details required for joining formalities.
- Walk-in drive recruitment handling.
- Handling salary negotiation part.
- Closed 30 profiles of Software developer, IT executive, Network engineer,System support engineer

Skills/Competences

- Communication Skills

- Problem Solving

- Self-Motivated quality

- Ability to mingle with people easily.

- Learning and adopting new things.

Personal Details

Name   : Doshi Saloni B.

Address   : Q 301, Adani Pratham, B/H Nirma University, SG Highway, Tragad road, Ahmedabad 382481, Gujarat, India

Date of Birth   : 14 May 1993

Gender   : Female

Nationality   :   Indian

Languages   : English, Hindi, Gujarati

Hobbies/Interests: Explore new places, Dancing, Listening Music.

Declaration:

All the details mentioned above are true and authentic to the best of my knowledge. If any discrepancy is found in the given information, I, myself, will be considered responsible for that.

Doshi Saloni B.