

Name: - Labdhi Shah

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Career Objective:-

A dynamic professional with over four years of comprehensive experience in all core HR modules, I have worked in both the education and IT industries. My expertise in Human Resource Management includes talent acquisition, management, relations, training & development, grievance handling, employee engagement, payroll management, and much more.

Strengths:-

<ul style="list-style-type: none">➤ Creative➤ Versatile➤ Flexible➤ Focused➤ Taking Initiative➤ Honest➤ Dedicated➤ Integrity	<ul style="list-style-type: none">➤ Continuously Learning➤ Self-control➤ Presentation Skills➤ Public Speaking➤ Proactive➤ Discipline➤ Patience➤ Determined
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Area of Expertise:-

- Talent Acquisition & E-recruitment
- Employee Administration & Welfare
- Employee Engagement
- Facility Management
- Handling Employee Grievances
- HR Policies & Procedures
- HR Service Management
- Inventory & Record Management
- Organizational Design & Capability
- Organizing Training Programs
- Orientation & Induction
- Payroll & Salary Administration
- Performance Management
- Talent management
- Talent & Leadership Development
- Team Building
- Attendance Management

Professional Work Experience:-

<u>Name of Institution</u>	<u>Designation</u>	<u>From</u>	<u>To</u>	<u>Years/Months</u>
Inferenz Pvt. Tech Limited.	Jr. HR Executive	1st Aug 2022	Present	Present
Hytech Education	English Faculty	1st Sep 2020	28th Feb 2021	6 months
Navbharat Overseas Aspirations	Assistant Officer	1st Jan 2020	31st Aug 2020	8 months
Vasupujya Distributors	Assistant Accountant	1st May 2019	31st Dec 2019	8 months
C.U. Shah English High School	English Teacher	8th June 2016	30th Apr 2019	3 years

Work Experience: -**(Inferenz Pvt. Ltd.) - [August 2022 to till date]**

- Recruiting and staffing logistics
- Organizational and space planning
- Performance management and improvement systems
- Organization development
- Coordinating Employee Training & Development initiatives, orientation, etc
- HR Policy development and documentation
- Employee safety, welfare, and wellness education
- Human Resource Planning
- Job Analysis & Design
- Talent - Sourcing, Engagement, Management, Development & Retention
- Conducting induction of new joiners
- Managing the social media
- Responsible for making creative contents and images
- Designing Workplace Policies
- Monitor Performance
- Maintaining Work Culture
- Conflict Resolution & Grievance Handling
- Rewards And Incentives
- Managing HR projects like compensation revisions & reviews, job satisfaction surveys, etc
- Reviewing and updating employment contracts and agreements
- Preparing department-wise budgets
- Tracking key HR metrics like cost per hire and retention rates
- Measuring the effectiveness of benefits programs and recommending improvements
- Ensuring recordkeeping and data processing procedures are followed
- Oversee all HR initiatives, systems and tactics
- Updating current and designing new recruiting procedures

Hytech Education: - [1st September 2020 to 28th February 2021]

- Talent Acquisition
- Employee Engagement Activities
- Payroll management
- Attendance Management
- Mentoring and Counselling for higher education
- Training and development for soft skills
- Grievance Handling

Navbharat Overseas Aspirations: - [1st January 2020 to 31st August 2020]

- Talent management
- Induction and employee engagement
- Admin work
- Measuring performance appraisals and compensation management
- Job-Satisfaction Surveys
- Conflict Management
- Oversee all HR initiatives

Vasupujya Distributors: - [1st May 2019 to 31st December 2019]

- Hiring and conducting induction
- Managing petty cash management
- Generating bills as per requirements
- Handling management
- Making policy and procedures for employee
- Attendance management

C.U. Shah English High School: - [8th June 2016 to 30th April 2019]

- Responsible for all managerial activities
- Conducting the sessions on soft skills
- Talent management
- Cultural Activities
- Responsible for academic activities
- Attendance Record (manually)
- Conducting seminars on various activities
- Making papers and analysis for the same
- Counseling sessions for students
- Oversee entire management

Hobbies:-

- Content Writing
- Copy Writing
- Social Media Management
- Reading Books
- Travelling

PERSONAL DETAILS:-

Name	Labdhi Tejasbhai Shah
Dob	28/09/1999
Gender	Female
Languages Known	English, Hindi, Gujarati
Nationality	Indian
Marital Status	Single
Permanent Address	24, Sangam Society, Nr, Sardar Society, Surendranagar-363001
Temporary Address	C-38, Ganeshdham Society, Near Sola-Civil Hospital , Ahmedabad - 380001 (Open to re-locate anywhere for a good career prospect)

Declaration:-

I hereby declare that above mentioned information is true and fair as per the best of my knowledge.

Name: Labdhi Shah

Date: As on March 2023

Place: Ahmedabad