

RESUME

ALEFIYA JAORAWALA

8, Malvi flats, Opp. Sweet home society,
Near shreyas school, shreyas tekda,
Ahmedabad (Gujarat).

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CAREER OBJECTIVE

To work with a reputed and growth-oriented organization where I can utilize my skills and knowledge to deliver value added results as well as further enhance my learning and develop my career.

WORK EXPERIENCE

Worked as **HUMAN RESOURCE MANAGER** at Avantika Honda, Ujjain (M.P.)-(Authorized dealer of Honda), since 1st May; 2015 till 31st Apr; 2016.

JOB PROFILE:

- Recruitment and Selection of suitable candidates for job positions.
- Maintain DMS (Dealer Management System).
- Identifying and Meeting the training needs of existing staff.
- Compensation and benefits.

PROFILE SUMMARY

- **SELF DRIVEN** –Self driven personality coupled with problem solving attitude.
- **TEAM WORK**- Good Team Player & ability to work under pressure.
- **GOOD COMMUNICATION** - Strong communication, interpersonal and relationship management skills.
- **MULTI-TASKING** – Ability to manage multiple & changing priorities at once.
- **ADAPTABLE** – Open and adaptable to new ideas and circumstances.

ACADEMICS

- **M.B.A. (Major-Marketing Minor-HR)** from Vikram University, Ujjain with an aggregate of **77%** in 2015.
- **B.B.A.** from Vikram University, Ujjain with an aggregate of **82%** in 2013.
- **10+2** from Carmel Convent Sen. Sec. School (Affiliated to **C.B.S.E.**) with an aggregate of **75%** in 2010.

ADDITIONAL QUALIFICATION

- Diploma in Professional Accounting /tally.

COMPUTER PROFICIENCY

- Basic knowledge of Microsoft Office Suit.
- Basic knowledge of Hardware & Internet operations.
- Knowledge of ERP Tally.

SUMMER TRAINING

Duration- 6 weeks (11th Oct. 2014 to 25th Nov. 2014)

Name of Company- Seal well Ltd. Neemuch (M.P.)

Address- 44, Industrial area, Neemuch (M.P.)

PART-TIME ASSIGNMENTS

- Recruited as a Teacher in Alpha Sr. Sec. School, Neemuch (M.P.) from 8th Aug. 2011- 31st Jan. 2015.
- Volunteered for Polio Booth Camp in Feb. 2010.

ACHIEVEMENTS

- Organized functions like Annual day, Sports day, Speeches and Ethnic shows in schools.
- Actively participated in all school and college activities like dramatics, literacy campaigns and contests and secured many prizes and certificates.
- Class Representative in B.B.A. 2nd year.
- First Price Holder in School exhibition for demonstration of Business Cooperative Society Models.

PERSONAL PROFILE

Date of Birth - 17th Jan' 1993.
Gender - Female.
Marital Status - Unmarried.
Languages Known - Hindi, English, Gujarati & Urdu.
Nationality - Indian.
Hobbies - Reading, Travelling, Internet surfing.
Permanent Address - H. No. 374, Hudco Colony, Neemuch (M.P.)

DECLARATION

I hereby declare that the information furnished above is correct and true to the best of my knowledge and belief.

Place- Ahmedabad (Gujarat)

Signature

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ALEFIYA JAORAWALA