

# SHAILJA KUSHWAH

M.Com

Tel: +91-7984223352, E Mail Id: [Shailjakushwah80@gmail.com](mailto:Shailjakushwah80@gmail.com)

To make about a positive difference in the organization I work for.

## Professional Synopsis

- A young professional with 4+ years of work experience in the field of Human Resources & Administration and Accounting
- A people oriented person with an ability to work in team & deliver the desired deliverables

## Career Contour

Worked as an **Accountant** with **Balaji Engineering** from May-2013 to April 2014

### Roles and Responsibilities :

- Proficiency on all type of entries at Tally like Payment, Receipt, Sales, Purchase, Journal , debit and credit notes, Bank reconciliation etc.
- Worked adaptively in the area of Statutory returns like VAT return , PT return.
- Preparation of Invoices
- Tax Portions Known - Service tax, VAT.
- Proficient with MS word and Excel operations like usage of Formulas, Filtering, sorting, Freezing Etc.
- Aware of technology with focus on delivering business solutions and eagerness to learn new technologies. Done all type of entries and report generation.
- Responsible for coordinating with clients, documentations, Billing and ensuring quality delivery.

Worked as an **English instructor** with **Fillip Lingua** from April 2014 – April 2016:

### Roles and Responsibilities :

- Training and teaching students of IELTS.
- Preparation of Study material, Few Powerpoint presentations to teach through them.

Worked as an **Administration Coordinator** in **E Clinical Works** from May 2016 to January 2017

- Maintain database of customers, clients and employees for mailing and communication purpose.
- Screen all phones calls, mail and email for Managers.
- Regularly interact with clients to serve their needs.

- Report writing and documentation.
- Documentation of activities.
- Execute all Travels and entertainment arrangement for officers.
- Preparing Various MIS reports in Advance Excel. Knowledge of various function in advance excel.

Worked as an **HR Consultant** with **DSP Eminence** since October 2017 till July 2018

### **Current Roles and Responsibilities**

- Responsible for sourcing the validated candidates' profiles as per the requirement and screening the resumes to match requirements.
- Sourcing Resumes for Corporate positions through Naukri/LinkedIn/Reference for PAN India.
- Scheduling the interviews for different profiles (BFSI/ IT/Media/entertainment)
- Coordination of Interviews with Consultant and Candidates..
- Gathering information about candidates (Work experience, present and expected compensation, location/relocation information, work authorization status, Notice Period, availability for the interview, and motivation factors, etc.)
- Supporting business in implemented recruitment Models, Follow ups with candidates.
- Daily joining note report

### **Noteworthy Attributes**

- Proficient in MS Office/MS Excel/MS word/Power point /Tally Erp 9
- Good Communication & Convincing Skills
- Keen Learner
- Positive Attitude
- Pleasing Personality

### **Academic Credentials**

- Have cleared CPT exam as the first level examination for CA
- 2015: M.Com in Strategic Financial Management from Gujarat University
- 2013: B.Com from Gujarat University
- 2010: 12 th Commerce from Gujarat Higher Secondary Education Board
- 2008: 10 th from Gujarat Secondary Education Board

### **Personal Dossier**

Fathers Name: Bhanupratapsingh Kushwah

Date of Birth: 15th March 1992

Marital Status: Single

Linguistic Abilities: English, Hindi, Gujarati, Spanish

References: Shall be provided on request

**Declaration**

All the information above is true to the best of my knowledge

Place: Ahmedabad

Date:\_\_\_\_\_

Signature:\_\_\_\_\_