



SNEHAL DHANANI



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EDUCATION

- MBA- Finance & HR from IGNOU University.
- Certificate Course in Export & Import from Ahmadabad Management Association.
- Pg in taxation from Gujarat University.
- Bachelor of commerce in with second class from Gujarat University in year 2006.
- H.S.C (Commerce) with distinction from G.S.H.S.E.B. in year 2003.
- S.S.C with distinction G.S.E.B. in year 2001.

CAREER OBJECTIVE

A Result driven and experienced in Human resource functions with able to work well with all levels of the organization. In my career is being enthusiastic and dedicated to my work and focussing on high integrity with strong work ethics.

PROFESSIONAL EXPERIENCE

JAISWAL HOSPITALITY PVT. LTD.

H.R. Manager

November'2018 - August'2021

- Recruitment and Selection process
- General Administrative Activities
- Employee personal database and files
- Payroll Process
- Design Compensation and benefits
- Design Company policy, forms and format
- Employee Grievance Handled
- Handled PF, ESIC, employment exchange return, labour welfare etc.
- Handled Employee workman policy and Group Mediclaim
- All Government compliance handled
- Employee Engagement
- Performance Appraisal
- Learning and Development
- Prepare the job description
- Safety Training

PARKERLORDS ECO INN (HOTEL)

Manager H.R.

April'2012- August '2018

- Do the recruitment of all the level of position in the organization.
- Responsible for the joining formalities
- Conduct new hire hotel induction and orientation program.
- Implement corporate policies and procedures on compensation, incentive bonus and benefits.
- Coordinate and oversee all matters related to Employee administration
- Implemented and conduct yearly appraisal for the company
- Conduct training on a variety of topics related to hotel business.
- Executing employee recreation activities and events.
- Develops and maintains confidential data base and personal files.
- Designing the salary structure for employees
- Handled Government compliance, PF, Esic, LWF, etc.
- Reporting to corporate office related to Hr metric.
- Prepaid separation related document and conduct exit interview.

IT SKILLS

- Ms office
- lds, hrms, ex.ngn, Zoho,saral
- Sap certification

SKILLS

- Leadership Skills
- Team Work
- Organization Skills
- Problem Solving Skills
- Flexible

PERSONAL DETAILS

Father Name:Mr.Babubhai Dhanani

DOB: 18TH Dec'1985

Gender: Female

Marital Status: Single

Languages: English, Hindi, Gujarati

Hobbies : Reading, Cooking

Address : 6,Deep Apartment, India colony road, Ahmedabad-382350.

TEKNIRVANA TRADE LINK PVT LTD.

HR Executive

February'2009- March'2012

- Recruitment and selection
- Compliance Handled
- Maintain register related to compliance
- Salary process
- Prepared data for PF and Esic
- Handled office administration

SEWA (Self Employer Women Association (NGO)

ADMIN EXECUTIVE

November'2007 - January'2009

- Handled the all project related work
- Handled office Administration
- Handled new recruitment database and documentation under the project
- Prepared report about project activity

KEY SKILLS:

Recruitment & Selection, Payroll, Compensation and Benefits, Performance management, Employee relation, Employee Engagement, Recreational activity, Grievance Handling, Employee Exits.

Compliance- PF, ESIC, PT and &Labour Welfare, Employment exchange, Gratuity, Bonus, Shop & Establishment Act, Factory act, Contract Labour Etc.,.