

 Ahmedabad

 pooja.ps882@gmail.com

 <https://www.linkedin.com/in/pooja-shah-408189190>

 7383325013

SKILLS SUMMARY

- Communication
- Negotiation
- Analytical Skills
- Strategic thinking
- Interpersonal Skills
- Decision Making
- Problem Solving

AWARDS RECEIVED

-  **Employee Of the Month**
Chudasama Outsourcing Pvt Ltd
(Best performance in HR Department - May 2021)
-  **Employee Of the Month**
Chudasama Outsourcing Pvt Ltd
(Best performance in HR Department - Feb 2022)
-  HR Innovation & Overall Organizational Strategy for
(Year 2021 - 2022)
Chudasama Outsourcing Pvt Ltd
-  **Employee Of the Month**
Chudasama Outsourcing Pvt Ltd
(Best performance in HR Department - Aug 2022)
-  **The Pillar Of Strength Award**
(Year 2022 - 2023)
Chudasama Outsourcing Pvt Ltd
-  **Employee Of the Month**
Chudasama Outsourcing Pvt Ltd
(Best performance in HR Department - April 2023)

POOJA SHAH

SR.HUMAN RESOURCE EXECUTIVE

WORK EXPERIENCE

Human Resource Executive
Chudasama Outsourcing Pvt Ltd, Ahmedabad
(Global Architecture & Engineering Service Provider)
Dec 2020 - present

- Attendance Management & Payroll
- End to End Recruitment(Sourcing to Interview)
- Employee On boarding & Joining Formalities
- Documentation
- Employee HR Policy Management
- Training & Development
- Performance Management
- Admin & Finance related Activities

INTERNSHIP

Hotel Fortune Landmark, Ahmedabad
Trainee - Human Resource Executive
(May 2019 - July 2019)

Toppr Technologies, Ahmedabad
Trainee - Human Resource Executive
(Aug 2019 - Sep 2019)

EDUCATIONAL HISTORY

L J Institute Of Management Studies
MBA - HR | Aug - 2018 - Sep 2020
CPI : 8.26

Silver Oak College of Engineering & Technology
B.E. - Computer engineering | Aug 2014 - July 2018
CGPA: 7.7 / 10

Vijaynagar Higher Secondary School
12th (HSC) - 55%

Swastik Primary School
10th (SSC) - 74%