

## URVI L.BHATI

Email: urvibhati158@gmail.com | mobile: +91-9016222593 | LinkedIn: <https://www.linkedin.com/in/urvi-b-b17633210>

### □ PROFILE

An MBA graduate with specialization in HR profession. Skilled in handling team managing timely deliverables and working with cross functional organization wide teams and employees. Completed 1 year full time apprenticeship with ONGC (a Maharatna Organization) in the HR department and work with IT firm organization and highly team members like managing director and manger.

### □ EDUCATION

**Master (MBA)** in Specialization in Human Resource from GTU Affiliated University

May'21

**Bachelors (BBA)** in Specialization in Management from GTU Affiliated University

Dec'19

### ❖ PROFESSIONAL COMPETENCIES AND SKILLS

- |                             |                                  |
|-----------------------------|----------------------------------|
| □ Administrative Management | □ Strategic Initiative           |
| □ Communication             | □ Problem Solving                |
| □ Team Leadership           | □ Critical And Creative Thinking |
| □ Documentation             | □ Management time and target     |

### ❖ PROFESSIONAL EXPERIENCE

➤ **ONGC LTD, CHANDKHEDA-AHMEDABAD**  
**ASSISTANT HR (ESTABLISHMENT, Legal Section)**

April'21 –March'22

- Worked with senior management of HR team and closed 30% of pendency claims.
- Successfully on-boarded 60% of new as well as transferred employees from various departments.
- **Identified operational problems related to**
- Developed a complete workflow for recruitment, promotion, transfer & retirement related activities.
- **Managed & Processed bills of vendors amounting to- 25 lakhs for the legal department.**
- Maintained payment register of 10+ vendors for more than 5 departments.
- Updated & Managed the MIS system for 100+ cases & thereby increasing the efficiency of employees by 20%

### PROFESSIONAL EXPERIENCE IN IT COMPANY (FULL STACK TECHNOLOGY)-HR EXECUTIVE May 2022-Dec 2022

- Managing employees attendance leave's all types and maintaining record of 30+ of employee's
- Managing Onboarding process of employee's and welcome kit of all employee's the joining formalities records maintaining.
- **Managing employee engagements activities and festival's celebration, work anniversary, birthday image on social media posting.**
- Doing shortlisting candidate of mean stack, mern stack, AI-ML Engineer with the guidance of CMD.
- Taking interview online and offline with sharing interview papers of developer's and engineers.
- **Making HR Policies /HR Handbook/HR Declaration Form's and Induction.**
- Work with the tools of company like Rocket Chat, Trello, Top-Tracker, Git Repo and DSR.
- Work with google drive,documets,spreadsheet,slides,canva,shutterstock
- Solving employees issue on daily bases.
- Maintain Timesheet and Monthly plan on Regular bases
- Giving approval's to employees for their leave all types
- Managing overall management of organization **from inventory to expenses of company**
- Managing the exit formalities of employees and maintain the records of employees.
- Also Worked with HRMS Software to know the employees track records for payroll purpose.
- **In Adminstration I work with vendor code, bills, and budget, maintained all record and convince them with for lowest price and managing the role of operation level and deal with all vendor for managing the budget and negation power.**
- Motivation employees and giving training to employees with my presentation skills by projector and taking training till end they learn new things.
- **Doing multi-task activities** on daily bases and accomplishing all the target at given time
- **Taking care of all inventory and like stationary and all such small things of admin**
- **Deep knowledge of MS Office and Google Drive**
- **Managing schedules and deadlines with multi-task abilities**

## ❖ AWARDS AND ACCOMPLISHMENT

- Received First Prize for representing, Rajasthan Tradition, Brand Rangoli, Ad making amongst 200+ participates.
  - Received Silver Medal for Community Gathering
  - I participated in Bech-k-Dikha Competition in TX-2020 At GIT
- 

## ❖ PROJECT/PRESENTATION

- Info Edge(India)Ltd. with context of E-commerce (In this project, I gave suggestion to develop new strategies to provide subsidiary to employees)
  - SIP Project-A study of Digital Marketing (To do aware about E-learning, Increase Internet User & Explain Difference between Traditional Marketing & Digital Marketing.)
  - MAP-Project-The Study of employee engagement and work culture at E-health Source Company (Primary Data) (Engaged employees feel a strong emotional bond to the organization to employees.)Research Methodology & Data Interpretation.
  - CP-Project-Covid-19 effect on Recruitment Process of IT Industry (Research Methodology, Problem Solution, Finding, SWOT Analysis, Financial Analysis (Positive & Negative Impact of Covid-19 in IT Industry)).
- 

## ☐ REFERENCE

**Ridhi Singh**  
(Deputy Legal Advisor) ONGC.Ltd

**Bhushankumar Lilapara**  
(Chief Managing Director) FST LLP

## ☐ DECLARATION

I hereby declare that the details mentioned above in my resume are correct to the best knowledge and brief.

**Place:-** Gandhinagar

**Dated:-**