

# RIYA SHAH

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## **SUMMARY:**

Dynamic as an HR with 2 years of experience as an HR Executive also part of sales and promotions with excellent eye for detail and ability to exceed goals for maximum profit. Known for innovative campaigns and accurate research.

## **PROFESSIONAL SKILLS:**

- Communication skills
- Team player
- Basic level – Excel, Tableau

## **PROFESSIONAL EXPERIENCE:**

### **Retail Sales Assistant, Gould Pharmacy, London**

**April 2022- December 2022**

- Customer services.
- Ordering stock and ensuring that it is kept in appropriate conditions.
- Maintaining accurate and detailed records of all medication processed through the pharmacy.
- Working with the pharmaceutical staff to maintain a clean, customer-friendly workplace.
- Ensures legal compliance in the pharmacy, reviewing labels, doses, and procedures.
- Manages the pharmacy's inventory.
- Uses pharmacy computer system to maintain records and track inventory

### **Warehouse Associate, Amazon, London**

**November 2021- March 2022**

- Supervising the entire process from picking to batching process in Amazon.
- Making sure employees are completing tasks on time.
- Check all the pick rates of all the employees.

### **HR Executive, Crest Data Systems, India**

**December 2019 -August 2021**

- Collaborated with a team of 100 Employees to deliver the training ahead of schedule
- Built relationships with colleagues to facilitate teamwork, cooperation and success.
- Completed and submitted monthly and yearly Audits to support executive SS making.
- Explained all HR Policies, procedures, laws, standards, and regulations to each employee.
- Coordinated implementation of people-related services, Policies, and Programs.
- Conducted Onboarding as well as Exit Interviews
- Conducted Recruitment drive with an entire HR Team.

### **TA Intern, Fasttrack HR Service Pvt Ltd, India**

**March 2018 – April 2019**

- Carried End to End recruitment process.
- Tracked Candidates and pushed for feedback on disqualification.
- Sourcing, Screening, Telephonic Interviews for different sectors like Manufacturing, IT, Textiles, Chemicals we carried out.
- Was awarded with the star of the week to close highest position in a month.
- Conduct employee engagement activities.

**Sales Intern, Aditya Birla Pvt Ltd, India****March 2016 – July 2016**

- Prepared and delivered presentations to the customers to highlight offerings based on requirements.
- Explain different policies of Insurance to the customers.
- Managed customer expectations through strategic communication and help each navigate sales process.

**Micro-Finance Intern, Ahmedabad Muslim Women's Association****March 2015 – June 2016**

- Undertaken 3 months of an internship experience at an NGOs.
- Gathered opinions and support from grassroots.
- Conducted survey in the Juhapura area for all the women.
- Help to become independent by helping them in the business of sewing and khakhra business.
- Educate young people about promoting the social changes.

**EDUCATION:**

MSC Global Human Resource Management, Kingston University

**Sept 2021 – Sept 2022**

Notable Modules- Organization strategy and the purpose, HR Analytics, Professional Development, Talent Acquisition

Integrated MBA, Ahmedabad University 3:2

**Sept 2015 – Sept 2020****ACCOMPLISHMENTS**

- Part of Dubai International Immersion - Represented Ahmedabad University in Dubai for 15 Days as a student exchange program for 15 days
- Received a CAP Award for Performing well at Crest Data Systems

