

Chetana Ravat

Human Resource Lead

Happy to help Job Seekers to get hired!



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7778881830 📞

Ahmedabad, India 📍

WORK EXPERIENCE

Human Resource Lead SculptSoft

02/2020 - Present,

Ahmedabad

Tasks

- Ø Assist in the communication, interpretation, and upkeep of employee handbook, employee directory, and organizational chart, and contributes to the development of policies. Ø Gather and analyze data with useful HR metrics, like time to hire and employee turnover rates Ø Organize quarterly and annual employee performance reviews Ø Enhance job satisfaction by resolving issues promptly, applying new perks and benefits and organizing team building activities

HR Executive Blurbpoint

06/2018 - 01/2020,

Tasks

- Ø Provide an effective and dedicated HR advisory service to employees in relation to absence and health issues, conduct and capability, grievance matters, organizational change, and all other employee-relations matters Ø Be the primary backup for payroll processing, including; bi-weekly and semi-monthly updates to employee files, bonus/incentive pay, tracking vacation/sick pay, importing expense reimbursements, inputting exceptions, hourly employee validations, and benefit changes.

HR Recruiter Forret India

04/2017 - 06/2018,

Ø Assist in Talent Acquisition and Recruitment Process

CERTIFICATES

HR Generalist Practical Training Course (10/2019)

EDUCATION

MBA-HR

Gujarat Technological University

06/2015 - 06/2017,

Project

- Training & Development - GTPL

SKILLS

Recruitment

Training & Development

Attendance Management

Talent Acquisition

Payroll

Compliances

Grievance Handling

Employee Engagement

Policies framing

Team Handling

Generalist activities

Administration

HONOR AWARDS

Excellence in Talent Acquisition (12/2019)

Excellence in Human Resource (12/2018)

Name of the institution that issued/awarded it

Employee of the Month (08/2018)

Name of the institution that issued/awarded it

LANGUAGES

English

Full Professional Proficiency

Hindi

Full Professional Proficiency

Gujarati

Full Professional Proficiency

INTERESTS

Travelling

Cooking

Teaching