

Kavya Basantani

Objective:

Dedicated, passionate individual with 2.5 years of experience in Hr & Admin Field. Re-entering the workforce after taking some time off for personal Obligations.

Education:

MBA – HR from Sikkim Manipal University	Achieved B grade (60% - 70%) in the year 2013
Bachelor of Commerce from Gujarat University	Achieved First Class (67.8%) in the year 2011

Additional Certificates Achieved:

Diploma in Fashion Design	Achieved B+ grade (71% - 80%) in the year 2015
SCOPE – English Test by University of Cambridge	Achieved CEF/ALTE level C1/4 (Advanced) in the year 2011

Work Experience:

Worked As **Hr & Admin Executive** at **Planet Health** from 2013 to 2014.

Job Description:

- Handling recruitments of all the positions at all the units of Planet Health which include Retail Stores, Head Office, and Production Units.
- Handling Employee grievances and improving manager and employee performance by identifying and clarifying problems; evaluating potential solutions; implementing selected solution; coaching and counselling managers and employees.
- Helping Managers of the stores in preparing schedules of their staff and making arrangements of providing alternate staff to the store as per their requirement so as to maintain the customer service at its optimum level.
- Coordinating the training of the employees.
- Providing Letters to the employees like Experience letter, relieving letters, Offer Letters, Reference Letters etc. as per their requirements.
- Maintaining the records of all the employees.

Worked As **Business Consultant** at **Universal Hunt** From 2012 to 2013.

Job Description:

- Create job descriptions.

- Lead the creation of a recruiting and interviewing plan for each open position.
- Efficiently and effectively fill open positions.
- Conduct regular follow-up with managers to determine the effectiveness of recruiting plans and implementation.
- Develop a pool of qualified candidates in advance of need.
- Research and recommend new sources for active and passive candidate recruiting.

Worked as a **Graduate Trainee** at **Kloeckner Desma Machinery Pvt. Ltd.** From 2011 to 2012.

Job Description:

Worked at Front Office as a Receptionist for 1.5 Months

- Handled Incoming and Outgoing Calls, Managed records of Inward and outward documents, Managed miscellaneous expenses through Petty Cash and Looked after the Travel Bookings, Hotel Reservations as well as Cab Reservations

Worked as a Sales assistant in Sales Department for 1.5 Months

- Maintained Customer database, Looked after all the arrangements required during visit of Customers, Used to Draft various required letters, Maintained records based on the inquiries received during Exhibitions.

Worked as HR assistant in HR Department for 9 Months

- Maintained Attendance and absence records of the Employees, Maintained the required ISO Documents of HR Department, Assisted in campus recruitments, Screened CVs of the candidates and conducted preliminary HR interviews.

Project Information:

Project During Study In T.Y B.com	2010-2011
	“Business Organization and Management”
	Topic: - Analysis on Financial Management Of Indian Railways.
	This project included gathering various information about the Financial details and working of various Sections of Indian Railways from Past Till 2011 and their future projects.
Project During Study In MBA Semester 4	2013
	“Employee Engagement”

Topic:- Job Satisfaction Among Employees Working at Planet Health

This project included job satisfaction among employees of Planet Health. It was collected through questionnaires filled by them.

Personal Information:

Name – Kavya Basantani

Marital Status - Married with two kids

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Languages Known – English, Gujarati, Hindi, and Sindhi.

Based at Ahmedabad, Gujarat.

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