

## CURRICULAM VITAE

### Sharma Bhavesh

M- 208, Devraj residency, behind Swaminarayan temple, Nava Naroda, Ahmedabad  
Mobile: - **(+91)8000333886 / 9979717075**  [shamabhavu@gmail.com](mailto:shamabhavu@gmail.com)

**Strengths:** Good interpersonal & intrapersonal communication skills, smart Working nature, positive attitude, self-starter, & energetic, open to work in any corner of world.

## EDUCATION QUALIFICATION

Degree	Specialization	College Name	University	Aggregate %
MBA	HR	Divaba Institute	GTU	-
B.B.A	HR	HNSB Management Studied Himmatnagar.	HNGU	53.07%
12 <sup>th</sup>	Commerce	Satyam Vidhyalaya	G.H.S.E.B	53.43%

## Experience profile

Worked with **Amazon India Pvt.ltd (On Quess Corp roll)** Ahmedabad As HR Agency manager  
From To 25<sup>th</sup> June 2020 to Till Date.

### HR Profile

- Handling the overall employee life cycle from joining till the exit
- Initial Interview, Issuance of job offer& Appointment Letters to the candidates& handling employee database (Both in soft forms & files management)
- Organize Orientation & Induction program for new joiners.
- Maintain Attendance & Leave Records.
- Updating all new staff details in HRMS (Human Resource Management System)
- Handle Administrative-duties such as preparing -Internal -Memos Notices.
- Advise managers on organizational policy matters and recommend needed changes.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts, and helping resolve work related problems to foster positive environment.
- Established new application protocols that increased interview applicant quality.
- Facilitate Exit formalities, encompassing Exit interview & other related activities & Prepare Full & Final settlement of exit employees.
- Investigate and follow up on grievance, harassment & disciplinary cases. Conduct grievance and disciplinary interviews with employees and produce the necessary investigation reports with recommendations.

#### Admin profile

- Arrange ID & Insurance cards, open Bank- Account.
- Conduct CSR Activities, Health Campaigns, Birthday& Festivals Celebration.
- Organizing various ERM activities like, Reward & Recognition programs, Fun& Sports events, Festive Parties & Annual Celebration etc.
- Tickets & Hotel Booking, Control & Management of office Stationary. Co-ordinate with every-vendors for smooth functioning of company. Direct Personnel, training & Labor relations activities
- Bus management & cab management and vendor management.

❖ Last working with **Hindustan Coca-Cola Beverages Pvt.Ltd (On talentpro roll)**  
Ahmedabad As team Leader HR From To 5<sup>th</sup> April 2016 to 24<sup>th</sup> June 2020.

#### Job Profile:

- Recruitment of FOS basis the hiring requirement provided to him by HR (Sourcing and Screening)
- Onboarding the selected candidates and coordination for their Induction with front end teams
- Attendance and Leave Tracking of FOS in coordination with STL  
Salary Processing incorporating variable payments input from HR
- Statutory Compliance including redressing Legal Notices or Disciplinary Cases  
Exit management once Acceptance of Resignation is received from the respective STL
- Employee Welfare including coordination for insurance, ESI etc.  
Grievance Management through Helpdesks and red ressall of issues if any  
Performance Management (tracking and coordination)
- Headcount Reporting (monthly MIS .weekly MIS).

- ❖ Worked with **Reliance HR Service Pvt. Ltd** Ahmedabad As HR Executive From 14<sup>th</sup> October 2014 To 4<sup>th</sup> April 2016.

**Job Profile:**

- Understand the Business job description.
- Identify and contact Prospective Candidates.
- Check suitability of prospective candidate.
- Explain Job Description to the suitable candidates & check their interest level.
- Schedule interested candidates for interview.
- Follow up schedule candidates to ensure they attend the interviews.
- Take feedback from the client of candidate's interview.
- Follow up with selected candidates for joining.
- Documentation of new joiners and Generation of Appointment letter.
- Bank Account Opening New Join Candidate.
- Handing over of business to the candidate with respect to the Company's policy.

- ❖ Worked with **GLOBAL INNOV SOURCE PVT.LTD** Ahmedabad as Sourcing Executive from 1<sup>st</sup> August 2012 to 13<sup>th</sup> October 2014.

**Job Profile:**

- Understand the client job description.  
Identify prospective candidate.
- Contact and personally meet prospective candidate. Check suitability of prospective candidate.
- Explain J.D. to suitable candidates & check their interest level. Schedule interested candidates for interview.
- Follow up schedule candidate to ensure they attend the interview.
- Take feedback from the client of candidate's interview.
- Follow up with selected candidates for joining.

## PERSONAL DETAILS

**Birth Date** : 27 September 1990  
**Gender** : Male  
**Marital Status** : Married  
**Nationality** : Indian.  
**Languages Known** : English, Hindi and Gujarati.

## HOBBIES

- Internet Surfing.
- Playing game

**Date:** / /20

**Ahmedabad**

**Bhavesh Sharma**