

CURRICULUM VITAE

NAME : HARSHIT H. SHAH
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CAREER OBJECTIVES:

To pursue a challenging career in the industry and be a part of leading growing business organization that gives the scope to enrich my knowledge and skill and reach the heights with strong determination, hard work and dedication to work.

TECHNICAL SKILLS:

MS Office, TALLY Course, Internet.

EDUCATION:

Sr . No	Exam Passed / Appeared	School/ College Institution	Board Uni.	Year of Passing Final	% of marks
1.	MBA	Ahmedabad Institute of Management	Guj. Uni.	April - 2010	61%
2.	M. com-1	Gujarat University	Guj. Uni.	March-2008	63.5%
3.	B. Com	Sahajanand Arts & Commerce College	Guj. Uni.	April-2007	62%
4.	HSC	Rachna High School	GHSEB	March-2004	69 %
5.	SSC	Rachna High School	GSEB	March-2002	62 %

PERSONAL DETAILS:

Father's Name : Harshadbhai K. Shah
Date of Birth : 23rd Aug, 1987
Languages known : English, Gujarati, Hindi
Permanent Address : Q-606, Sanidhya Flora, Near Khodiyar Temple, New Ranip,
Ahmedabad - 382470.

ACADEMIC PROJECTS:

- I have done my grand project report on Factors affecting the Entry of Foreign Banks in India and its Impact on Indian Banks.
- I have done my summer project on Market Research and Customer Satisfaction at IMRB International.

EXPERIENCE:

- At Present working with Ambit Finvest Pvt. Ltd. as a HR Business Partner in the grade of Manager (Human Resource) from July 2022 - Till Date and handling Gujarat State.
- Previously worked with Shriram Transport Finance Co. Ltd. as a Senior Manager – HR & Training Department from December 2010 to July 2022.
- 2 yrs in Jamsab Computers Pvt. Ltd. A group of Gujarat Infotech Limited (Information Tech, ISO 9001) as an Accountant Assistant and Cashier.

CAREER SUMMARY / JOB PROFILE

(Total Experience: More than 13 years in HR, Training, Admin & Accounts.)

Ambit Finvest Pvt. Ltd.:-

- *Manager (Human Resource) : July 2022 - Till Date*

➤ Assignments-

- Handling Recruitment of Sales, Credit, Operations, Collections etc for all the verticals.
- Handling Joining Formalities / Documentation of newly joined employees.
- Responsible for Vendor Management (Recruitment Consultants).
- Giving the induction training to all employees.
- Managing employee engagement activities, rewards & recognition activities to motivate the employees.
- Managing HR personnel related matters such as Leaves, Transfers, Mediclaim etc.
- Handling employee confirmation process
- Preparing various trackers & reports related to recruitment, attrition etc.
- Handling attendance inputs for Salary Processing.
- Regular Branch Visits & Conducting Team meetings.
- Reviewing the performance of Employees on Monthly basis & taking corrective actions.
- Handling / Solving Employee grievances.
- Conducting Exit interviews & sharing the data with Seniors to reduce the attrition rate.
- Managing Statutory Compliances related to PF, ESIC, Minimum Wages etc.
- Handling Internal & External HR audit queries.

Shriram Transport Finance Company Limited :-

- Handling Entire Gujarat & Rajasthan for all HR related activities (Recruitment to Full & Final Settlement), Training, Admin & Statutory Activities.
- Additionally handling Training Department of Gujarat & Rajasthan
- Handling more than 182 Branches & 80 Rural Locations of Gujarat & Rajasthan with more than 2320 Employees.
- Joined as a Management Trainee & promoted till Senior Manager Level.

Date:

Place: AHMEDABAD

(Signature)