

RITU ANTANI

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Career Objective

To work with an organization where my strong work ethics, dedication, organizational skills, communication skills and educational expertise can be utilized in the growth of organization as well as mine.

Academic Qualifications

Examination	School/ College	Board/University	Year	Percentage
M.B.A (Specialization in Human Resource Management)	Sal Institute of Management	Gujarat Technological University	2020	9 SPI & 7.85 CPI
B. Com	Lokmanya College of Commerce	Gujarat University	2018	5.49 SGPA & 4.86 CGPA
H.S.C	Sanskar School	G.S.H.E.B	2015	52.26%
S.S.C	Sanskar School	G.S.H.E.B	2013	57.83%
Ph.D	Dharam Desai University	Dharam Desai University	2022	-

Experience:

Dates From: 14 December 2020 to 2nd November 2021

Human resource executive, LCC PROJECTS PVT LTD,

- Making HR policies, New HR development.
- Conducting preliminary interview (Personal & telephonic) to check skills of candidates.
- HR audits
- Conducting induction, Training
- Preparations of salary & workings on advances and loan on sites
- Keeping the records
- Managing different Activities
- All the recruitment process with Job postings on portals, Communicate with recruitment consultants.
- Making the Salary calculation for the staff.
- Leave Management and Documentations.
- Monthly Training for the whole staff as per profiles • HR activities to motivate staff.
- Explain company personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classification, and employee leaves of absence.
- Management of events & maintaining the office environment, taking care of corporate culture and employees

- Having Experience on nway ERP software

Dates From : 8th November 2021 to till Date
Executive (HR Services) in VVDN Technologies,

- New HR development.
- Legal compliances
- Employee life cycle
- Human Resource management
- Email Drafting
- Conducting preliminary interview (Personal & telephonic) to check skills of candidates.
- HR audits
- Conducting induction, Training program
- Keeping the records
- Managing different Activities of regular office routine
- Leave Management and Documentations.
- Monthly Training for the whole staff as per profiles • HR activities to motivate staff.
- Explain company personnel related documentation, including staffing, recruitment, training, grievances, performance evaluations, classification, and employee leaves of absence.
- Management of events & maintaining the office environment, taking care of corporate culture and employees
- Having Experience on WIKI VVDN internal Software.
- Employee engagement activity's
- Inspections of office premises and managing the office environment
- Background verification of Employee
- Planning for Next calendar year activity
- HR Organizational Development, Statutory Compliance

Internship

Company Name : Spark HR & IR
Duration : 6 weeks
Description : Study of satisfaction level of candidates for selection process

Workshop And Industrial Visit

- Ramdev Masala at Ahmedabad (August, 2018)

Special Certification & Achievements

- Information Technology Training Certificate Issued by ICAI.
- Cleared Chartered Accountancy Entrance Exam (CPT).
- Winner at District Level Judo and Lawn Tennis Competition.

- 1st Runner up at District Level Mono acting and Dance Competition.

Hobbies

- Reading books (Novels and Spiritual Books)
- Sports (Judo and Lawn Tennis)
- Arts (Dancing and Acting)
- Travelling

Personal Information

Date of Birth : 10th August, 1997
Sex : Female
Father's Name : Bhushan Antani
Mother's Name : Purnima Antani
Marital Status : Unmarried
Languages Known : English, Hindi & Gujarati

Declaration

I hereby declare that the above-mentioned information is correct up to best of my knowledge and I bear the responsibility for the correctness of the same.

