

EKTA PANKHANIYA

HUMAN RESOURCE MANAGER

CAREER OBJECTIVE

To apply my experience, skills and technical knowledge in a forward-thinking company, to lead my team to excellence through personal example of hard work and discipline.

CORE PROFESSIONAL SKILLS

- Experienced manager with expertise in human resource
- Expertise in employee payroll
- Extensive background in staff recruitment and retention, Staff training and development
- Excellent communication skills, Decision Maker, Ability to convince and deal effectively with all applicants, Good counseling and management skills

SCHOOLS ATTENDED

H.N. SHUKLA COLLEGE - RAJKOT
Master of Business Administration

- Years Attended: 2012 to 2014
- Result - Distinction

M. J. KUNDALIYA COLLEGE - RAJKOT
Bachelor of Business Administration

- Years Attended: 2009 to 2011
- Result - First class

HSC - Gujarat Higher Secondary Edu. Board

- Year Attended -2008
- Result - Distinction

SSC - Gujarat Secondary Edu. Board

- Year Attended -2006
- Result - Distinction

PROJECT TRAINING

- Did a comprehensive report on "Inter organization study. of comparison between financial and nonfinancial reward as retention tool in health care sector" as part of MBA
- Took training & prepared T.Y. BBA Project Report on "Sindhu Co-operative Bank." Rajkot
- Took training & prepared S.Y. BBA Project Report on "ECHJAY Industries Pvt. Ltd." Rajkot Prepared
- F.Y.BBA Project Report on "KARP Group" Jasdan

WORK EXPERIENCE

Company	Designation	Year	Year
Webline India	Manager - HR	Sep'22	Present
Space Stem Pvt Ltd	HR Manager	Aug'20	Aug'22
Moon Technolabs	HR Manager	Feb'19	Jul'20
NCrypteted Technologies	HR Manager	Jun'13	Feb'19

Responsibilities

- Plan, develop and implement strategy for HR management and development (including recruitment and selection, policy/practices, discipline, grievance, counseling, pay and conditions, contracts, training and development, succession planning, moral and motivation, culture and attitude development, performance appraisal and quality management issues)
- Employee onboarding/exit interview process
- Handling complete employee's Payroll and legal activities, etc.
- Monitor, measure and report on HR issues, opportunities and development plans and achievement within agreed formats and timescales
- Manage and control departmental expenditure within agreed budgets.
- Liaise with other functional/departmental head so as to understand all necessary aspects and needs of HR development, and to ensure they are fully informed of HR objectives, purpose and achievements.
- Contribute to the evaluation and development of HR strategy and performance in co-operation with the executive team.
- Authenticate all documents related to legal, salary statements and distribution, policies, etc.
- Plan for employee's performance appraisal, Develop tools for appraisal, job evaluation and development.
- Administering appropriate company assessments
- Formulation of company policy and documents as per the need
- Performing reference and background checks
- Plan and execute employee engagement activities.
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved.
- Communicating employer information and benefits during screening process
- Manage employees' queries and grievances.
- Oversee daily operations of the HR Department and conduct induction of new employees.
- Communicate with employees and business heads for better alignment.
- Be astute to handle dynamics at the workplace and help employees to overcome crisis situation.

EXTRACURRICULAR ACTIVITIES

- I was awarded during my presentation on "The national day celebration of Shrilanka and Iran" organized by GTU
- Participated in state level consortium by Atmiya group of Institute and secured first rank in "Management Play"
- Certified by Atmiya Group of Institute, for participating in "Business Plan"

LANGUAGES FLUENCY

- English
- Hindi
- Gujarati

CONNECT WITH ME!

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Ahmedabad – 380004.

THANK YOU!

Regards,
Ekta Pankhaniya

WORK EXPERIENCE

BACK-OFFICE EXECUTIVE

Acumen Capital - Rajkot | May 2011 to Mar. 2013

- Open new trading account for equity and commodity
Solve client's query.
- Assist a support administrative staff in their day to day operations Assist and coordinate with sales and marketing teams (brokers)
- Handling and documenting customer accounts Prepare and settle customer balance.
- Regular follow up with head office regarding assigned task
- Assist inventory controlling staff in mainlining inventory records.
- Assist front office staff in maintaining the office premises clean.
- Assist front office in preparing, scheduling and organizing meetings, events and appointments.
- Prepare cheques and to complete monthly payment process Handling the cash and prepare monthly balance sheet.