



Khushboo Gehlot

LEARNING AND DEVELOPMENT
EXECUTIVE

Details

Ahmedabad

India

7600965134

khushigehlot48@gmail.com

NATIONALITY

Indian

DATE OF BIRTH

02/08/1996

Skills

Tally

Microsoft Office

Hobbies

Listening Music

Travelling

Languages

English

Gujarati

Hindi

Profile

Enthusiastic & Dedicated Learning & Development professional, with over 2 year experience in a fast paced Human Resource department. Motivated Professional with a drive for serving as a dedicated support specialist and energetic team member. Experienced in managing Induction & Orientation of newly joined employees and dedicated towards the mission of a company.

Employment History

Trainee, Adani Realty, Ahmedabad

MARCH 2022 – MARCH 2023

- Assisted Learning & Development Head in day to day activities.
- Independently handled the Induction & Orientation program for new joiners.
- To coordinate complete process of Induction and ensure each employee's under goes the complete module of Induction and issuance of certificates to all Inductees is done
- Collaborated with external resources such as training agencies/external trainers, community colleges and Universities for various training.
- To keep the L & D document deck well maintained with all the documents related to training like Training SOP, Employee Training files & records, Training Manuals.
- Designing and implementing the Training Calendar for the year based on training needs identification.
- Budgeting, organizing, and coordinating training workshops on technical skills, Behavioral skills, soft skills, culture training, etc.
- Monitoring the quality of training, assessing training effectiveness and suggest modifications based on the feedback received.
- Coordinated for the New Joiner "Buddy" Orientation program.

Human Resource Executive, Handee Man, Ahmedabad

FEBRUARY 2019 – JUNE 2021

- Organized new employee orientation schedule for New Hires.
- Maintaining Employee Records.
- Supported daily operations of Human Resource Department.

Education

B.Com, H.L College of Commerce , Ahmedabad

JUNE 2014 – MAY 2016

M.Com, Neel Deep College of Commerce, Ahmedabad

MAY 2016 – JULY 2018

References

Anshul Agnihotri from Adani Realty

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Vaibhavi Gajjar from Enbee Education Centre

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