



# HEENA MOMAYA

HR & ADMINISTRATION DOMAIN

## PERSONAL PROFILE

To secure a challenging and rewarding HR Administrator profile with an organization where I can utilise my skills and continue to grow to make a positive contribution.

## WORK EXPERIENCE

### Executive Assistant to Director

Kitchen Xpress Overseas Limited, Ahmedabad | Jan 2022- Present

- Liaising between the management and the employees
- Handling the travel arrangements of all the Directors
- Managing the official communications related to International Operations, Administration, Product Development, Procurement of Machines, etc., conducted research on various global products for expansion, hands on experience on MIS and Company's ERP.

### Admissions Officer & PA to Director

Calorx Olive International School, Ahmedabad | May 2019-Dec 2021

- Effectively respond to all prospective student inquiries and set up face to face and/or telephonic appointments and conduct campus tours as appropriate
- Assisted International Students with the application process and review the qualifications for admission
- Handling drafting and maintaining the confidential documents at Director's office, scheduling the Board meetings and preparing the agenda & minutes of the same, managed all the PR matters
- Recruitment of the Staff, entry and exit formalities, coordinating attendance and leave of the staff etc.

### Senior HR Assistant

Vision Tech Industrial Automation | August 2012 - December 2018

- Framing HR strategies, Recruitment and Selection, Conducting interviews, Shortlisting Resumes, Talent Acquisition
- Joining and Induction, Attendance, Leave management Employee
- Grievances and their redressal

## EDUCATIONAL HISTORY

### Tolani Institute of Law, KSKV University

Bachelors of Law | June 2014 - June 2016

**Indira Gandhi National Open University, New Delhi** Post Graduate Diploma in Human Resources Management | June 2010 - June 2012

### Tolani Commerce College, Gujarat University

Bachelors of Commerce | June 2003 - June 2006

## CONTACT ME AT



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## SKILL SUMMARY

Interpersonal Communication  
Skills

Fast Learner

Ability to Multitask

Time Management

Efficient Computer Skills

Ability to work in a team

## AWARDS RECEIVED



Best Performer of the Year  
(2019-20)

## REFERENCES



Mr Sanjay Katariya, Director at  
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Mr Samik Ghosh,  
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