LAVINA VYAS

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**ABOUT ME**

Seeking a challenging position in the industry, where I can apply my skills and ability, learning continuously and grow in my career while being resourceful, innovative and flexible in my approach.



**Experience**

# February – 2021 – Till Today Aesthetic Arc Infratech Pvt. Ltd. Office – Corporate Relationship & HR

Handling client service and backend operations Maintaining minutes of meeting

Follow – up with clients Attendance Sheet Documentation

Making letter (Offer Letter, Experience Letter, etc.)

Handling Reimbursement process & uploading documents on the portal Maintaining MIS



**Internship**

* Internship at **Arman finance Pvt. Ltd company** for **2 Months**.



**LIVE Project**

* GTU given by MAP live project and Make a report and presentation of any industry. We have selected **Dreamz visa consultancy for MAP Live Project.** in **chandlodiya Ahmedabad** and find out the industry problems then given solution for implementation.



**CPR Project**

* + GTU given by **CP project** based on your selected specialization and Make a report and presentation of any industry. We have selected topic ***“HEALTH & SAFETY FOR EMPLOYEES AT RESTURANT INDUSTRY/ FOOD CATERING INDUSTRY”*** in **Ahmedabad** and find out the employee’s health & safety related problems and know about health & safety for employees.



**HR Projects**

* **Managerial Communication** – Describe **“Electronic Communication**” (Emails).
* **Organizational Behaviour: -** It is an organization behaviour project and model for handling business and

through movie we selected movie **“SPECIAL 26”.**

* **HR Projects** – Select any Company & describe Rewards policy, international Rewards, benefits for Employees regarding company, Recruitments & Selection, Performance Appraisal Etc. I have Selected Samsung automobile & Select any company of Salary slip and describe the pay structure. We selected **Bank sector and private sector company salary slip.** (Group Project)
* **CMOD** – Making project for **‘STARBUCKS’** Brand philosophy and culture.
* **PMS** – Describe **Recent any company** of Performance management system.

# *Others Projects :-

* **Entrepreneur Plan:** It is a project on making ***edible water balls***. It is a concept of new and innovative idea, reduce plastic pollution and spreading awareness.
* **Entrepreneur Interview:** Interview with **Mr. Rakesh Patel** who is **principal of first google school**.
* **ASAP (Big Bazar*):*** Study and research the ***Paytm and Future pay*** users and offers Analyze the selling though the application and handling the customers.
* **Industrial Visit: *Alidhara Cashew Industry***. Study and prepare them report on the Production management, manufacturing cashew, process row cashews.
* ***Strategic Management*** – Select any company and describe General, Industry Factors, Porter’s five factors, Competitors Environment, Internal & External factors. I have selected “Nirma Pvt. Ltd.**” (Deter-grant industry).**
* ***Retailing & Francizing:*** - Make a report to select any retailing and francizing industry. We select **Pantaloons**

Shop.



**Education**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Board** | **Year** | **Percentage/SGPA** |
| ***S.S.C.*** | MPB | 2013 | 58% |
| ***H.S.C.*** | MPB | 2015 | 54% |
| ***B. Com*** | DVAA | 2018 | 55.5% |
|  | GTU | 2020 | Sem 1- 6.57 |
|  | Sem 2- 6.78 |
| ***M.B. A*** | Sem 3 – 6.27 |
| ***(HR Specialization)*** | Sem 4 –6.56 |



**Key skills**

* + Ms. Power Pint
  + Ms. Word
  + Ms. Excel



**Personal Interests**

* Painting
* Reading
* Volunteer Work / Community Involvement



**Extra-curricular activities**

* Participation in CREST (College Function).
* Part of College crest culture (Decoration) Committee.



**Personal Details**

|  |  |
| --- | --- |
| **Full Name** | Lavina Vyas |
| **Birth Date** | 21st December 1996 |
| **Marital Status** | Married |
| **Gender** | Female |
| **Known Languages** | English, Hindi, Gujarati |
| **Nationality** | Indian |
| **Address** | Chamunda nagar but Bhawani vejalpurAhmedabad Gujarat – 382443 |

Your Sincerely,

**LavinaVyas**