**Nilofer Awadiya**

**Silver Apartment Juhapura Ahmedabad**

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**Objective**

* Seeking a challenging and rewarding opportunity with an organization of repute which recognizes and utilizes my true potential while nurturing my analytical and technical skills.
* Qualified Commercial Graduate with Accounting from Mumbai University and worked

as a HR Executive at Caltech Caibration Laboratory since 1st February 2013.

* Worked as a Supervisor for one year and S.S, English & Economics subject teacher of
* Standard 10th & 11th.
* Understanding of scheduling, Manpower Allocation and Costing: adept at reducing

downtime and enhancing operational effectiveness of equipment and Man Power.

* Adept at handling day to day activities in co-ordination with all departments for

ensuring smooth operations.

* Experience in updating data to maintain departmental records and databases.
* Knowledge of concepts related to Industrial Standards, Resource planning/ optimization,
* Quality management Techniques with the ability to focus on waste reduction,

enhance productivity and profitability.

* Self-motivated, Hardworking and goal-oriented with a high degree of flexibility,

creativity, resourcefulness, commitment and optimism.

**Professional Experience**

**Zahra’s Rainbow School Feb 2020 – present**

**Vice Principal**

* Meet with the Principal to discuss the implementation of school policies and programs.
* Assist the Principal in supervising and evaluating all tenure and non-tenure staff.
* Assist the Principal in assigning teachers to special duties.
* Assist the Principal in organizing the promotion ceremony.
* Assume responsibility of attendance and discipline.
* Assist in the supervision of pupil activities.
* Arrange and conduct Local Assessment tests.
* Assume responsibility for the documentation needed for mandated programs.
* Arrange for class coverage in case of teacher absence.
* Assume the responsibility of student scheduling at the direction of the Principal.
* Worked with special service personnel and non-school agencies on pupil personnel

problems.

* Meet with teachers, pupils, parents/guardians as needed.
* Assist the Principal in conducting orientation for incoming students.
* Assume responsibility for coordinating student/teacher and student/observer

assignments.

* Assist the Principal in identifying areas related to the functioning of the school which can

be computerized.

* Assist the Principal in reviewing new textbooks.
* Arrange personal time schedule to meet the requirements of the position of Vice

Principal.

* Assist the Administrative Assistant in supervising the staff.
* Maintain an effective, positive working relationship with staff.
* Assist the Principal in arranging in-service workshops.
* Prepare and submit all reports, as requested by Principal, in proper writing and/or oral

style and structure.

* Portray an effective role model for staff, students, parents/guardians, community

members.

* Assist the Principal in writing Professional Growth Plans.
* Complete additional assignments as directed by the Principal.
* Prepare and complete paperwork after school hours.
* Confer with Principal and Administrative Assistant on decisions concerning attendance

and discipline problems.

* Performs other duties which is assign.

**IMS (Integrated Manpower Solution), Ahmedabad Jan 18 - Nov 18**

**Senior RC - ORS US**

* The recruiting, interviewing, and screening responsibilities of HR recruiters can be further broken down by daily job duties, which include:
* Partnering with hiring managers to determine staffing needs
* Screening resumes
* Performing in-person and phone interviews with candidates
* Administering appropriate company assessments
* Performing reference and background checks
* Making recommendations to company hiring managers
* Coordinating interviews with the hiring managers
* Following up on the interview process status
* Maintaining relationships with both internal and external clients to ensure staffing goals are

achieved

* Communicating employer information and benefits during screening process
* Staying current on the company’s organization structure, personnel policy, and federal and state

laws regarding employment practices

* Serving as a liaison with area employment agencies, colleges, and industry associations
* Completing timely reports on employment activity
* Conducting exit interviews on terminating employees

**RKM English Medium School, Bagwada, Vapi June 16 – Mar 17**

**School Supervisor & Subject Teacher of 10th & 11th Standard**

* School Primary Supervisor
* Subject Teacher of 10th Standard (Social Science & English)
* Subject Teacher of 11th Standard (English & Economics)

**Calitech Calibration Lab, Vapi Apr 13 – May 16**

**HR Executive-Generalist**

* Recruit new candidates as per company requirement.
* Reliving and retirement.
* Pay Roll monthly and leave approval.
* Appraisal every month as per performance.
* Courier Management.
* Implementation of Rules and Regulations.
* Housekeeping Management.
* Manpower Management.
* PF & ESIC Regulations.
* Training Arrangement.
* Meeting Arrangement.
* Register Maintenance.
* Yearly Increment.
* Audit Management.
* Employees Internal Crises.

**Education**

* B. Com in 2013 from Mumbai University
* HSC in 2010 from GHSEB (Bhuj kutch)
* SSC in 2008 from GSEB (Rajkot)

**Certifications**:

* CPT & IPCC in 2012 (IPCC not cleared)
* Early Child Care & Development Education in 2017 from Helen ‘O’ Grady University UK based.
* Jolly phonics (Certificate is pending)