CAREER OBJECTIVE

**SUMEET SHEVKANI**

**PREM PALACE OPP HOLIDAY INN EXPRESS**

**AHMEDABAD, GUJARAT 380013**

**CONTACT:8000557272 /** [**SUMEET717@GMAIL.COM**](mailto:SUMEET717@GMAIL.COM)

To work in challenging atmosphere by exhibiting by skills with utmost sincerity and dedicated smart work for the growth of your esteemed organization along with mine.

EDUCATION

|  |  |  |
| --- | --- | --- |
| BE/BTECH (MECHANICAL) | SAL INSTITUTE | 8.2 CGPA |
| HSC | GUJARAT BOARD | 75.00% |
| SSC | GUJARAT BOARD | 75.00% |

WORK EXPERIENCE

HR RECRUITER (MAY 2017- Till present) WORLD WIDE WEB SOLUTIONS

EXPOSURE

* STAFFING
* CAMPUS SELECTION
* RECRUITING FROM PORTALS
* ASSISTING TRAINING TEAM
* ONBOARDING NEW JOINEES

ROLES AND RESPONSIBILITIES

* Reviewing the Resumes and Conducting the Interviews.
* Working with Recruitment Agencies and Maintain the HR Records.
* Preparation of Salary Statement
* Follow Up The Confirmation Records Statutory Obligations-PF,ESIC,TAXES,GRATUITY,LTA AND BONUS.
* Managing workplace safety issues.
* Conducting various welfare activities.

ACHIEVEMENTS

GTU techfest

Speaker on programme by Google on Digital Marketing

Represented school at National Level competition

PERSONAL STRENGTHS

Good Interpersonal, highly motivated and enthusiastic and capable of working on own initiative.

PERSONAL PROFILE

* DATE OF BIRTH :17/03/1996
* MARITAL STATUS: SINGLE
* NATIONALITY: INDIAN
* LANGUAGES KNOWN: ENGLISH,SINDHI, HINDI ,GUJARATI, JAPANESE
* HOBBIES: READING BOOKS AND LISTENING MUSIC

DECLARATION

I hereby declare that all the particulars furnished by me are in this application are true correct and complete to the best of my knowledge and belief.