**VINITA CHANDNANI KHAJURIA**

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**Objective**

To seek a position in human resource department of an organization mainly a position of human resource manager so that from that platform I can utilize my acquired skills and knowledge towards the growth of the organization.

**Desired Career Profile** :

**Industry: Education/Pharma/Chemical/Import/Export/Fertilizers/Oil and Gas, etc (flexible to all industries)**

**Location: Ahmedabad**

**Profile: Admin/HR/Co-Ordinator/Operations/Executive/Supervisor**

**Type of Job: Full Time/Part Time**

**Educational Qualification**

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| --- | --- | --- | --- |
| **DEGREE** | **UNIVERSITY** | **YEAR** | **PERCENTAGE** |
| P.G Diploma in Strategic HRM | Mahatma Gandhi Labour Institute | 2014 | A grade |
| P.G. Diploma in HRM | Mahatma Gandhi Labour Institute | 2012 | 74% |
| B.B.A | Gujarat University | 2011 | 68.3% |
| 12th | GHSEB | 2008 | 75.57 |
| 10th | GSHEB | 2006 | 73.57% |

**Professional Experience:**

1. Worked at **EuroKids Preschool,Ahmedabad** as an **Co-ordinator**.

Duration : **April 2019 to April 2020**.

(Left because we have shifted at Bharuch)

Looking after all the operations of school.

Co-ordinating with Parents.

Handling enquiry.

Office handling.

Staff Management

1. Worked in **Eureka Forbes Ltd** as an **Jr. Supervisor (Operations) in.** at Ahmedabad Central Sales Office looking after MP, Rajasthan & Gujarat. (Left because of Pregnancy)

**Duration April 2013 to Dec 2016**

**JOB - RESPONSIBILITIES:**

* Preparation Of **MIS Report Daily/Weekly/Monthly** & **As per requirement**
  + **Daily** - Sales Update, Zero Sellers Update, Tracking, Plan Vs Actual, Budget Vs Achievement, Reported Vs Documented, Comparison etc.
  + **Weekly** – Club Qualifiers Update, BTB Closing Status, Group Sales Update etc.
  + **Monthly –** Report Compilation, Growth Analysis, Performance Analysis etc.
  + **Budget VS Achievement, Growth analysis for entire region.**
* **SAP**
* Data Extraction
* Sales Return Approval
* Office Sale Allocation Approval
* Management with warehouse
* Sales Budget preparation, Manpower Analysis etc.
* Incentive Calculation & Dispatching (Monitoring)
* Coordination for any Events
* Support to Sales Team
* All sorts of Administrative work.

1. **Previously Worked as an H.R Executive with Archers Placements .(Left for better growth)**

**Duration : June 2012 to April 2013**

**Previous Roles & Responsibilities:**

**Recruitment Activities:**

* Involved in the overall recruitment and sourcing process with in the organization and for Client's requirements.
* Obtain the requirements and skill sets details from the Client.
* Identifying potential sources for recruitments like Job sites, employees' referrals personal contacts
* Posting Job advertisements in various, Job sites, web portals.
* Responsible for scheduling interviews, interview follow-ups, reference checks to the prospective candidates.
* Verify their credentials and conduct initial rounds of interview.
* Recruiting & Setting targets to all recruiters and helping them to achieve on one-on-one basis.
* Source profiles against requirements through a variety of means - portals, networking, head hunting.
* Conduct preliminary discussions with candidates on experience profile related grounds to analyze suitability of candidates, shortlist the candidates and present them to the client.
* Coordinate the interview process by bringing together the client and the candidate and track the various levels of the interview process and provide timely update to the client and the candidate on the status.
* Negotiate with the client and the candidate to reach a mutually comfortable proposition and then close the position.

**Projects**

|  |  |  |
| --- | --- | --- |
| **Title** | **Duration** | **Organization** |
| A summer internship project on “Recruitment” | 4 weeks | AM Patel Engineering Contractors Pvt Ltd. |
| A summer internship project on attrition of employees | 4 weeks | Reliance Market (Reliance Retail) |
| „Consumers Behaviour Survey In Respect of Services Offered By Placement Agencies In City Of Ahmedabad. | TY BBA | Market Survey |
| A project report on H.R & finance | SY BBA | Arvind Mills and Colgate Research Palmolive ltd. |
| General Project in H.R | FY BBA | Chiripal Industries Pvt ltd |

**Other Projects during P.G:**

1. Have done Research Project work on”Why Youth are addicted to Hookah and Cigarette” during first semester
2. In the subject of Economics have undertaken Survey and presented on “Problems of Informal Sector in Society”
3. In the Subject of Human Resource Management have done Project Study on “Change in role of H.R.M”
4. Project Study on Corporate Social Responsibility on Vadilal group of Industries Ltd”

**Work undertaken during internship:**

1) Rate of attrition in reliance retail was known by contacting each and every employee who left organization.

2) Registration and online data maintenance of new employees who joins organization.

3) E.S.I.C report generation of new joiners in company.

4)Interviews were also taken from new candidates**.**

**Personal achievements :**

1) For three years I have participated in AD-MAD competition and won first prize in second year and second prize in third year.

2) Participated in “**Indian National Theatre**” drama and Scored First Prize in “Veenavali” Competition

**Personal Profile:**

Name : Vinita Chandnani Khjauria

Marital Status : Married

Husbands Name : Davinder Khajuria

(working as a Senior Manager in Zydus Cadila,Ankleshwar)

Kid : one daughter (3yrs)

Date of Birth : 9-10-1990

Languages known : English, Hindi, Gujarati and Sindhi

Hobbies : listening music and reading novels

Last salary – 12,000/- monthly

Expected – 20,000/- monthly (Negotiable)