

Kajal Nirav Sundesha:

3years

HR Executive

Address:

Kabilpore, Navsari

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CAREER OBJECTIVE

To work in a firm with a professional work driven environment where I can utilize and apply my knowledge, skills which would enable me as a fresh graduate to grow while fulfilling organizational goals.

BASIC ACADEMIC CREDENTIALS

Qualification	Board/University	Year	CGPA/Percentage
S.S.C.	G.S.E.B BOARD	2013	77%
H.S.C.	G.H.S.E.B BOARD	2015	75%
B.Com	Gujarat University, Ahmedabad	2018	70%

IT PROFICIENCY

Microsoft Software,
Internet Browsing,
TallyERP.9.
Tally Prime

INTER PERSONAL SKILL

Ability to rapidly build relationship and setup trust
Confident and Determined
Ability to cope up with different situations.

Experience

1) HarryInternational:11Months[October2020-June2021]

-Ensured right talents provided to business with in the given time as per the

- New joiners are being equipped with all the required resources for execution of their role.
- Complete the joining formalities of new joiners and schedule the joining induction training to make them understand about the company's policies.

2) Wifyfood Private Limited :HR Executive[July2021–September2021]

- Recruiting
- Hiring
- On boarding and training
- Administration of pay and benefits
- Liaison between employees and employers
- Ensuring safety of workers
- Ensuring legal requirements for workers are in place and upheld
- Discipline action
- Firing or handling resignations
- Running payroll benefits packages
- Writing job descriptions
- Creating workplace policies and procuring benefits packages

3) NSIQ Infotech PVT LTD:HR Executive[September2021-January 2022]

- Planning and designing employees benefit packages.
- Executing the employee's annual review procedures.
- Maintaining a detailed record of the company's employees.
- Administering all the hiring processes of new employees.
- Analyzing and monitoring all the department's budgets.
- Supervising the day-to-day operations of the Human Resources department.
- Ensuring all the employees comply with the HR policies.
- Creating new HR policies and updating the existing ones.
- Over seeing the employee's termination process.
- Counseling employees as and when required.
- Conducting exit interviews to identify the reason for termination/resignation.
- Organizing events and conferences for the employees.
- Managing work place safety issues and complaints.
- Maintaining and recording employee attendance.
- Adhering to all the company's rules and regulations.

Other Experience:

- * Working as an accountant for 6 months at Karma & CO LLP [Dec 2019- June 2020]
- * Working as a Tele Caller Executive for 8 months at Club Mahindra Holidays

PERSONAL DETAILS:

Father's Name: Sureshbhai Prajapati

Husband's Name : Nirav Sundesha

Gender: Female

DOB: 8th February 1998

Marital Status : Married

College: Asia Pacific Institute of Management

Languages Known: English, Hindi, Gujarati

Marital Status: Single

Nationality: Indian

Religion: Hindu

Interest & Hobbies: Watching movies, Internet browsing ,Adventures ,Travelling

DECLARATION

I do hereby declare that the above information is true to the best of my knowledge.

Your's Faithfully,

Kajal Nirav Sundesha

