

## CURRICULUM VITAE

**Shah Kirti Pranav**

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To secure a challenging position in HR & Admin that will best utilize my skills, which would help me to serve the organization consistently with sincerity, honesty and to the best of my ability.

### **Professional Summary:**

- ⇒ Highly interested in Recruitment, Selection, Performance management, Training etc.
- ⇒ Core competencies are Analytical Skill, Communication skill, Ability to work in a team.

### **Career Scan:**

- Worked with **Parul University**, Vadodara as “Library Assistant” for 1 ½ Years.
- Working with **Gromax Agri Equipment Ltd.** (Formerly known as Mahindra Gujarat Tractor Ltd.) a group company of Mahindra & Mahindra as Assistant Manager –HR since 1<sup>st</sup> December 2010 to 17<sup>th</sup> January 2024.
- Currently working in **Yash High voltage Ltd (Halol)** as Sr. Executive from 18<sup>th</sup> January 2024.

### **Job Responsibilities:**

#### **Recruitment & Selection:**

Recruitment of best suitable candidates.  
Organising and conducting personal interviews.  
Candidates screening and negotiation for salary.  
Joining formalities and Induction.  
Preparing & issuing offer letters, Appointment letters & Probation completion letters      Monthly  
Manpower MIS.  
Maintain all records related to Employees.

#### **Training & Development:**

Identifying training needs based on business requirements.  
Organizing training programme as per training calendar  
Preparing & maintaining Training MIS

#### **Other HR Functions:**

Birthday party arrangements  
Providing ID Cards, Visiting Cards  
IMS Audit Documentation  
Employee Engagement activities

Guest House bookings  
 Ticket bookings through agent.  
 Internship of Students at company

### Working Knowledge:

PF/ ESI and other Factories Act related Labour compliances.  
 Payroll  
 Administration  
 Event Management  
 MahindraRise employee portal  
 FactoHR portal

### Education Qualifications:

Qualification	Specialization	College	Percentage	Year of Passing
Executive MBA	Human Resources	D Y Patil	89.00	2024
BLISC	Library Science	M S University	59.00	2007
Bachelor of Commerce	Accounting	M S University	50.00	2003
HSC	Commerce	GHSEB	65.86	2000
SSC	---	GHSEB	70.29	1998

**Current CTC : 5.85 p.a.**

**Current Notice Period : 30 Days**

### Personal details:

INTERNAL

Date of birth : 23<sup>rd</sup> June 1982  
 Gender : Female  
 Marital status : Married  
 Nationality : Indian  
 Languages known : English, Gujarati, Hindi  
 Address : A/50, Madhav Park Soc,  
 Near Somnath Nagar,  
 Opp. Shreekunj Duplex  
 Susen Tarsali Ring Road,  
 Tarsali, Vadodara – 390009