



Monali Shah

CARRIER OBJECTIVE

To obtain reputed position in reputed and well known organization where I can showmy education and interpersonal skills for the betterment of organization

EDUCATION:

Sr. No.	Course	University	Duration	Percentage
1	10th std	GSHSEB	July 2008 - March 2009	52%
2	12th commerce	GSHSEB	July 2010 – April 2011	50%
3	Bachelor in Commerce	Gujarat university	July 2011-May2013	55%
4	MBA (PGD,HRM)	BK SCHOOL OF MANAGEMENT	AUGUST 2023- APRIL 2024	68%

SOFTWARE SKILL

- Microsoft Advanced Excel / Power point
- CCC
- Tally ERP9 Quick Book (US Accounting) & ZOHO (WITH CERTIFICATE)

WROK EXPERIENCES

Net Ambit Valuefirst Services Private Limited.(MARCH-2024 To Till date) –

HR Implant - KAM

- Looking Pan India (ADANI CEMENT Project).
- Line Manager / Candidates Daily coordination
- Handling Attendance / Billing / Finance Process
- Regular connect with regional HR / Line Manger to increase business
- Ensure smooth onboarding of the candidates in internal and Adani portal
- Handle candidate's grievances.
- Update report as per central Adani HR & Internal requirements

TeamLease Services Ltd (19-DEC-2022 to MARCH-2024)

HR OPERATION

- Working with a TeamLease Services LTD for a (Baroda Global Shared Services) for DST, PFMS, BC, AADHAR Project.
- Handled on-boarding process for newly hired employees.
- Detailed out the manpower requirement through line/hiring managers
- Generate associates letters and brief on corporate policies.
- Managed payroll and timekeeping to track hours and accurately pay employees.
- Interview candidates (via phone,video and in person).
- Screen incoming resumes and application forms.
- Send job offer emails and answer queries about compensation and benefits.

RANDSTAD (2019 DECEMBER TO 2022 OCTOBER)

HR RECRUITER

- Handled on-boarding process for newly hired employees.
- Understanding the hiring requirement of hiring managers.
- repared new hire letters, employee contracts, and corporate policies.

HNR TECH PVT LTD IT COMPANY (MUMBAI)ACCOUNT DEPARTMENT (2017TO 2019)

VODAFONE IDEA LTD (2014 TO 2016) FINANCE ACCOUNT DEPARTMENT ACCOUNTANT

PERSONAL DETAIL

Address : 8 JANMANGAL AAPT NR KACHI BHUVAN PALDI 380006

Languages Known :English,Hindi,Gujarati

Contact No : +919316736284

Marital Status : UNMARRIED

- Nationality : Indian

Thank You & Regards,

Monali Shah