

# Vidhi Trivedi

Highly motivated and results-oriented MBA HR with a strong academic record and a passion for human resources. Seeking an entry-level HR position to leverage my skills and knowledge to contribute to the success of a dynamic organization.

## Contact

Adajan, Surat.

Email ID -vidhitrivedi321@gmail.com

Ph. No. - +91 9601554337

## Experience

HR Officer

Dmart (Avenue Supermart Ltd.)

June 2024 - Present

- Handling the entire Katargam Dmart operations, overseeing a workforce of over 100+ employees, ensuring seamless daily operations.
- Actively managing the 3P payroll and bonus disbursement processes.
- Performing full and final settlements (F&F) for exiting employees.
- Spearheading recruitment efforts to identify and hire top talent.
- Attended comprehensive fire and safety training to ensure workplace safety, leading to enhanced safety protocols and preparedness within the organization.
- Implementing and conducting employee engagement activities, including:
  - Birthday celebrations and Star of the month celebrations to foster team collaboration.
  - Quarterly events such as Umang to boost employee morale and engagement.
  - Annual events like Diwali lunch that strengthen workplace relationships and celebrate cultural togetherness.
  - Celebrating Mera Dmart Day, the store's anniversary event, which enhances employee pride and connection to the organization.
- Developing and executing onboarding induction programs to familiarize new hires with company culture, policies, and expectations, resulting in smoother transitions and improved retention.
- Managed training and development programs to enhance employees' skills and knowledge, increasing overall team productivity.
- Fostered a positive and high-performing workforce by creating an inclusive and engaging work environment.

## Internships

### Summer Internship

Onboarding Intern

Larsen & Toubro Heavy Engineering, Hazira, Surat

26 June 2023 - 4 August 2023 (6 weeks)

### Research Intern

Shreeji Automart, Piplod, Surat

December 2021 - February 2022

### Multidisciplinary Action Project

The Diginer, Surat, India

August 2023 - October 2023

## Educational Background

### Master of Business Administration (MBA).

S.R. Luthra Institute of Management affiliated with Sarvajanic University

Sep 2022 -April 2024

- Specialization in Human Resource Management with 8.45 SGPA.

### Bachelor of Business Administration

BRCM College of Business Administration affiliated with VNSGU University

Aug 2019 - April 2022

- Specialization in Human Resource Management with 7.92 SGPA.

### Higher Secondary

From Riverdale Academy

April 2018 - March 2019

- Completed Higher secondary from Gujarat board with 80%.

### Secondary Education

From Riverdale Academy

April 2016 - March 2017

- Completed secondary education from Gujarat board with 76%.

## Skills

### IT Proficiency

- Proficient in Power BI for data visualization and reporting
- Experienced in SPSS for statistical analysis and data analysis
- Knowledge about Microsoft Office Suite, including Excel, PowerPoint, and Word
- Highly skilled in Google Docs for collaborative document creation and editing
- Familiarity with digital marketing concepts and strategies

### Languages

- English
- Hindi
- Gujarati

### Certification/Short Courses

- Basics of Digital Marketing (October 5, 2020 - October 21, 2020) - Arihant Institute of Management
- Basics of Export (July 27, 2020 - August 5, 2020) - IIEEM in Partnership with Arihant Institute of Management
- Life Skills (September 14, 2020 - September 27, 2020) - Arihant Institute of Management
- SPSS Software (Statistical Package for Social Sciences) (December 6, 2022) - Arihant Institute of Management

## **Additional Skills**

- Quick learner
- Highly motivated and results-oriented
- Hardworking
- Excellent communication and interpersonal skills
- Time Management
- Presentation Skills