

# BHAVITA SACHDEV

## PERSONAL INFORMATION

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NAME : Bhavita Sachdev

DATE OF BIRTH: 29/07/1997

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Vadodara 390009

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## PROFILE

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Looking for an oppurnity with an organization for achievement of long term goals which empower the freedom to expand my mind laterally and carrervertically,thus contributing to the growth of the organization and grow consequently

## EDUCATION

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2018-19 BACHELOR OF COMMERCE –MSU 2018

2015-16 Auxilium Convent  
Cleared hsc with 72%

2013-14 Zenith School  
Cleared SSC with 65 %

## Experience

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### **Hotel Vrundavan Residency as Admin and HR (Feb 2018 to May 2018)**

#### **Job Roles**

- Provide administrative support for HR executives
- Organize, compile, update company personnel records and documentation
- Manage and update HR databases with different information such as new hires, terminations, sick leaves, warnings, vacation and days off
- Help in payroll management, preparation and payment
- Prepare, manage and store paperwork for HR policies and procedures
- Answer employees' questions and provide requested information
- Maintain schedule and coordinate calendar activities
- Create reports for senior management
- Help organize and manage new employee orientation, on-boarding, and training programs

### **Mccoys Management Solutions as Hr Recruiter Talent Acquisition (From May 2018 to Oct 2020)**

#### **Job Roles**

- Partnering with hiring managers to determine staffing needs
- Screening resumes
- Performing in-person and phone interviews with candidates
- Administering appropriate company assessments
- Performing reference and background checks
- Making recommendations to company hiring managers
- Coordinating interviews with the hiring managers
- Following up on the interview process status
- Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- Communicating employer information and benefits during screening process
- Staying current on the company's organization structure, personnel policy, and federal and state laws regarding employment practices
- Serving as a liaison with area employment agencies, colleges, and industry associations
- Completing timely reports on employment activity
- Conducting exit interviews on terminating employees
- Worked with different domains Manufacturing, IT, Service as well for International Location also, Worked with (Chemical, Pharma, Automotive, Shipping, Navy ,Composite, Compressors etc

# **Future Link Visa Consultants Pvt Ltd as Hr Generalist (From November 2020 to Feb 28 2020)**

## **Job Roles**

- Assist with all internal and external HR related matters.
- Participate in developing organizational guidelines and procedures.
- Recommend strategies to motivate employees.
- Assist with the recruitment process by identifying candidates, conducting reference checks and issuing employment contracts.
- Investigate complaints brought forward by employees.
- Coordinate employee development plans and performance management.
- Perform orientations and update records of new staff.
- Manage the organization's employee database and prepare reports.
- Produce and submit reports on general HR activity.
- Assist with budget monitoring and payroll.
- Keep up-to-date with the latest HR trends and best practices

# **Hotel Vrundavan Residency as Account s Admin and HR (1<sup>st</sup> March 2020 to 15<sup>th</sup> November 2020)**

## **Job Role**

- Provide administrative support for HR executives
- Organize, compile, update company personnel records and documentation
- Manage and update HR databases with different information such as new hires, terminations, sick leaves, warnings, vacation and days off
- Help in payroll management, preparation and payment
- Prepare, manage and store paperwork for HR policies and procedures
- Answer employees' questions and provide requested information
- Maintain schedule and coordinate calendar activities
- Create reports for senior management
- Help organize and manage new employee orientation, on-boarding, and training programs
  - Keep up-to-date with the latest HR trends and best practices
- Guiding and Assessing to all the social media pages , generating strategies for achieving the goal
- Handling day to day book keeping, also helps in filing Income tax returns
- Assessing all the voucher and restaurant sales on daily basis

## ***Knowledge***

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- Theoretical knowledge of company laws labour laws
- Good Knowledge of Accounting and Auditing laws
- Having good computer proficiency,familiar with windows, internet, ms office
- Capable of learning quickly
- Certified with Tally Erp 9
- Language's Sindhi(mother tongue)
- Gujarati ENGLISH(Good spoken and written command )

*INTEREST AND ADDITIONAL INFORMATION*

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Travel : I backpacked across serval states in India  
Dancing,Sports and reading

**YOURS FAITHFULLY**

**BHAVITASACHDEV**