

CURRICULUM VITAE

Shweta Christian

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Academic Qualifications

May 2012	Master of Business Administration (HR/ITM)
May 2010	Bachelor of Business Administration
Apr 2007	Gujarat Secondary & Higher Secondary Board (12th)
Apr 2005	Gujarat Secondary & Higher Secondary Board (10th)

Language Courses

1. **French Level A1, A2, B1** with high proficiency Reading, writing Listening and Speaking.
2. **German A1, A2, B1, B2** with high proficiency Reading, writing Listening and Speaking.

Professional Experience

1. Having worked with **INTRAWORD** as **HR Executive** and also **French and German Language Trainer** for **4 years**.
2. Having worked with **FLUENTA** as **HR Executive** and also **French and German Language Trainer** from last **4 years**.
3. Having experienced of 6 months with **Matic Solutions Digital LLP** as **HR-Admin Officer**.
4. Currently working with **Agilo Research Pvt. Ltd.** as **Sr. HR Manager** since June 2023.

Role

- Manage Recruiting and selection process
- Creating job description and design
- Planning and schedules
- Onboarding and training, documenting rules and regulations
- Performance management
- Developing workplace atmosphere, Motivate Employees through training session.
- Assess training need to apply and monitor training programs
- Develop and monitor overall HR strategies
- People oriented and results driven.
- Maintain Attendance and official records
- Doing payroll process manually and through software too.
- For payroll process also experienced in software like Zoho People & Zoho Payroll, HRIS System, Pay Time Mantra.
- Also experienced with ESIC and EPFO portals.
- Leading HR teams as well.

Summer Internship

- 45 Days Industrial Practical Training in AMUL Dairy in Anand (Gujarat). I have successfully completed industrial Practical Training in the field of Finance. Mr. Manoj Chauhan (Accountant) has been given the practical knowledge in the field of Finance.
- Project title of "Performance Appraisal" on Saras Dairy in Jaipur.

Computer Proficiency

Proficient Knowledge: MS office, Internet, Tally ERP 9.5, Corel draw, CRM, Zoho People, Zoho Payroll, Paytime Mantra, HRIS System, Google Sheet

Hobbies/Interests

Teaching German and French Language, Reading, Playing Computer Games, learn new things, accept challenges, Travelling,

Personal Skills

- A Quick Learner
- Comfortable in working within a team environment
- Good communication and interpersonal skills
- Exceptionally good problem-solving skills
- Excellent active listening, negotiation and presentation skills

Personal Details

Name	:	Shweta Christian
Date of Birth	:	24th June, 1990
Languages	:	Hindi, Gujarati, English, French, German
Nationality	:	Indian
Marital Status	:	Married

Expected Emolument:

- Given my background, training, the going rates for this position, and the cost of living in Your Location, expected starting salary should be comparable with best in organization standard.

I hereby declare that all information furnished by me is true to best of my Knowledge.

Date:

(Shweta Christian)