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|  | Samita Y. Shukla   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | |  | Surat | |  | 7405410798 | |  | samita1702@yahoo.co.in | |  |  | |  |  | |

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| Summary | Professional Objective : To undertake challenging assignment where my skills, knowledge and creativity can be utilized for Personal and Organizational Development. Detail-oriented Assistant Manager offers more than 10-year progressive record of accomplishment in leadership roles. Establishes clear guidelines and enforces consistent policies to keep staff satisfied and on-target to achieve important objectives. Excellent relationship-building, multitasking and decision-making skills. |

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| Skills | |  |  | | --- | --- | | * Computer Areas of Expertise: * Technologies * Tally, Excel , G-Sheets , Advance Excel * Operating System &Basic * Windows( XP , Vista , Windows 7 ) , ms office , Tally * Databases * MS Access 2000 * Onboarding and Orientation * Employee Coaching and Motivation * Staff Training * Administration and Reporting * Team Building * Staff Training and Development | * Microsoft Office Expertise * Time Management * Teamwork and Collaboration * Employee Developme * Conflict Resolution * Human Resources Allocation * Employee Development * Administering Disciplinary Procedures * Compensation and Benefits Administration * Program Modification * Performance Management Systems * Hiring and Firing * Dispute Mediation |   .. |

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| Experience | Assistant Manager - HR, 05/2022 – 06/2023  *EasySell Pvt. Ltd*, Amazon   * Handling Recruitment Process * Meeting Hiring target * Drafting Job Description * Sourcing candidates from various portal * Scheduling and coordinating with candidates for interview * Ensuring Smooth On boarding process of candidates * Scheduling and taking online interview * Taking feedback from employees * Salary Calculation * Attendance Management * Taking care of Employee engagement activity * Handling Grievance   Senior Executive Sourcing & Onboarding , 08/2018 - 06/2020  *Swiggy* , Surat  Ø Meeting Hiring Targets.  Ø Leading Tele-calling Team  Ø Inventory Management  Ø Sharing Data of Delivery Executives for Background Verification  Ø Follow up with Candidates and Delivery Executives at different stages get them completed 100 orders  Ø Maintaining Record of inventory  Ø Cash management  Ø Handling insurance of Delivery Executives  Ø Maintaining various trackers and Sharing report of Weekly and monthly Basis  Ø Delivery executive exit and FnF case  Ø Addressing and resolving Delivery executive issues  Ø 100% Adherence to OPS Dashboard..  Manager Hr & Admin, 05/2017 - 07/2018  *Jogi SafetechPvt. Ltd*   * HR & Admin Activities- * Payroll Management * Hiring, interview scheduling, Exit interview * Attendance & leave management * Employee training * Employee Engagement * Quotation Preparation as per clients requirements. * Vendor Registration (Online/offline) * Preparation of Documents for Tendering Work (Online/Offline)- * Preparing Marketing strategy * Assist to other branches for Tendering work (Online/Offline) * Assist. to Business Manager * Back Office Operations required for business sustainability as well as growth. * Seminar Arrangement   Marketing Executive/ HR Executive, 02/2016 - 04/2017  *Total Outsourcing Solutions*   * Marketing the Accounting Service * Collecting Data * Making Call * Handling Accounting team * Taking Interviews and Short listing Cadidates * Hiring Candidates * Locating Jobs to Candidates * Meeting Clients * Taking report form Employees * Assisting mangers in works assigned by him * Training candidates * Coordinating with clients   Admin & Accountant, 12/2015 - 04/2016  *DA Jewels Private Limited*  Finance Assistant, 12/2013 - 01/2015  *Gi Staffing, General Motors India Pvt. Ltd*  Account Assistant, 07/2013 - 12/2013  *Lifeline Foundation*  Audit Assistant, 05/2009 - 06/2011  *SingaviOturkar&Kelkar Chartered Accountants* |

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| Education and Training | GS&HSEB, 01/2007  B.COM  GPA: 74    Maharaja Sayajirao University, 01/2007  M.S.U  GPA: 55    Aadarsh vidhyalay, 01/2004  HSC    Aadarsh vidhyalay, 01/2002  SSC    GSEB  GPA: 68.43 |

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| Certifications | ICAI 53% MBA 2011-13 GTU GTU 74.60 |

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| References | References: Suitable references will be furnished upon request. |

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| Interests | Hobbies: Reading & Listening Music. |

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| Languages | English, Hindi, Gujarati |

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| Additional Information | * Personal Traits and Abilities: , Hard work, enthusiasm to learn and Adaptability to work in fast changing environments. |