

CURRICULUM VITAE

SIDDHI SOLANKI



Address E/ 7 ShyamGokulSociety, Opp. Airport, Harni Road, Vadodara.

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Objective

Seeking a challenging position and to associate with an organisation which progresses dynamically, where I can utilise my knowledge as well as my excellent communication skills in Human Resource

SKILLS:-

- Good at interpersonal skills.
 - Dedicated towards the work assigned.
 - Adaptable to new surroundings and new changes
 - Always Adaptable to Suggestions and Opinions given by others
 - Punctual and Regular
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EDUCATION:-

- MBA from ITM University affiliated by Gujarat Technology University with Distinction
 - BBA from MSU with 52%
 - 12th from GBSE with 63.57%
 - 10th from GBSE with 69.08%
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PERSONAL DETAILS:-

- Father's name Harish Solanki.
 - Birth date 17th nov,1991
 - Marital Status Single
 - Religion Hindu.
 - Nationality Indian.
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EXTRA:-

- Did internship for 2 months from checkmate.
 - Made research report on performance appraisal in LIC.
 - Did summer internship Project (SIP) Training for one and half month from ONGC, Vadodara , and the topic was based on contact Labour in ONGC
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JOB EXPERIENCE:-

- I had worked as a Trainee – HR and Office Administration in ITM Universe, Vadodara (July – 2014 to Feb- 2015), with pursuing my MBA from the same college.
 - I had one year of Job Experience in ITM Universe, Vadodara as Assistant Executive of Academic in Administration and Human Recourse Department.(March-2015 to Feb -2016)
 - My Job Responsibilities are as followed:
 - Managing Leaves
 - Managing Salary
 - Recruitment & Selection Procedure
 - Managing Students Admissions And Examinations
 - Managing Personnel Files, And
 - General Administration
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Currently I am working in VR SOFTWARE SYSTEMS Pvt.Ltd as HR Executive(March 2016 Onwards) My Job Responsibilities are as followed:

- Recruitment Process
- Orientation and Induction
- Leave Management and Leave Encashment
- Calculation of Loyal Bonus
- Payroll Management
- Liaison with company associates (Regarding PF & ESIC Details)
- Liaison with External factors
- Appraisal Handling
- Performance Management system
- Employee Engagement Activities

Declaration: I hereby declare that all the above details are true.

Place: Vadodara

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