

# **CURRICULUM VITÆ**

**SIDDHI SOLANKI**



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## **Objective**

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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

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## **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%
  - 12<sup>th</sup> from GBSE with 63.57%
  - 10<sup>th</sup> from GBSE with 69.08%
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**PERSONAL DETAILS:-**

- Father's name Harish Solanki.
  - Birth date 17<sup>th</sup> 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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