

AMISHA CHOTHWANI

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CAREER OBJECTIVE:

Seeking a career opportunity to utilize my extensive knowledge for the benefit of the organization and for increment in personal knowledge & skill of handling the Challenging task.

SNAPSHOT:

- Currently working as **HR Manager** with **Weboffice Webdevelopment India pvt. ltd.** since August 2015 to till date.
- Recruitment experience working for IT/Non-IT
- Strong track record in recruiting talent through various sources, which included job boards, combined with utilizing existing candidate relationships and referrals, professional networking tools, company's database and cold calling, within the deadlines.
- Handling In-house Requirements only.
- Attendance and leave records.

WORK EXPERIENCE:

[Working as a HR Manager – From August 2015 to till date.](#)

Key Responsibility Area:-

- Identify staff vacancies and recruit, interview and select applicants.
- Allocate human resources, ensuring appropriate matches between personnel.
- Provide current and prospective employees with information about policies, job duties, working conditions, pay structure, opportunities for promotion and employee benefits.
- Administer salary, benefits and performance management systems.
- Serve as a link between management and employees by handling questions, interpreting and administering contracts and helping resolve work-related problems.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.
- Conduct exit interviews to identify reasons for employee termination.
- Develop, administer and evaluate applicant tests.
- Promoting equality and diversity as part of the culture of the organisation.
- Dealing with grievances and implementing disciplinary procedures.

To take initiative regarding employee engagement and conduct activities related to same like festival celebration, monthly birthday celebrations.

Keeping track records of employee attendance & leave and also reason of absentees.

PREVIOUS ORGANIZATIONS :

Vodafone Shared Services India Private Limited, Ahmedabad (April 2014 to March 2015)

Work Profile :- International Executive (UK clients)

To provide timely and effective resolutions to customers queries.

To ensure timely achievement of targets assigned for self and the program.

To achieve the productivity target.

Ensure in time feedback to the customers with the help of effective assessment.

Ability to provide effective and achieve 100% customer satisfaction

Alpine Health LLC, Ahmedabad (May 2012 to March 2014)

Work Profile :- International Sales and Business Development

Building new clients by regular promoting the company products and negotiate the prices as per the current market trends and getting business.

Marketing and Selling of pharmaceutical products. Typically B2B Sales. The primary duty was to interact with customers (Pharmacist) and get business.

Acquired the knowledge for pharmaceutical products and their sales.

To fulfill their current drugs and pharmacy needs by processing the order in ERP system.

Develop and maintain a long-term relationship with the customer to maintain a high level of retention of the existing customer and generate business

Achieve targets for sales, revenue and profitability within a given time-frame (Weekly, Monthly, Quarterly)

Generating crucial MIS and Sales Reports which have immensely helped the management.

Achievements

Successfully achieving the targets assigned by senior management with consistent performance. Working closely with the top management.

Acting as a productive resource by ensuring targeted productivity. Acquiring large clientele in short span of time.

TMI e2E Academy Private Limited, Pune (Feb 2012 to April 2012)

Work Profile :- Recruiter

Responsible for handling "end to end" recruitments

Preliminary screening / short-listing the right qualitative profile against the given requirement.

Database management, sourcing required resumes from web / job portals, networking, referrals and updating the old resources from database.

Mentor the candidates on interview pattern and tips for all rounds of interviews.

Interview follow-ups with the clients. Interview coordination and scheduling the short-listed candidates.

Client Management (requirement gathering, follow up with the clients, coordination with clients).

Reckon Construction, Delhi (Feb 2009 to March 2010)

Work Profile :- HR & Admin Executive

Handled all basic HR and admin related activities.

PROFESSIONAL QUALIFICATION:

Masters in Personnel Management (Human Resource), 2012 - Pune University with First Division

Post Graduate Diploma in management , Finance , 2012 with First Division

PROJECTS UNDERTAKEN:

1. Name of Company : DS Group
2. Project Title : Study of functioning of HR Department
3. Scope of the Project : This report will help DS Group to get feedback from people regarding awareness of the organization & their services.

Duration : 5 Week.

ACADEMIC QUALIFICATION:

- **Graduation** : BBA from Anand Engineering College, Agra, 2010
- **Intermediate** : From Ess. Ess. Convent School, CBSE Board in 2007 in Commerce
- **High School** : From Ess. Ess. Convent School, CBSE Board in 2005.

COMPUTER PROFICIENCY:

Highly proficient with MS Office (Excel, Access, PowerPoint & Word) and Management Information System and Reports

STRENGTHS & INTEREST:

- Dedicated Team Player
- Eager to learn, ability to work hard and clarity of thought.
- Strong willpower and determination.
- Positive attitude.

PERSONAL DETAILS:

Father's Name : Mr. Om Prakash Chothwani
Date of Birth : 26th Jan,, 1990
Gender : Female
Marital status : Single
Nationality : Indian
Languages known : English, Hindi and Sindhi
Hobbies : Listening Music, Travelling and Cooking.

DECLARATION:

I hereby declare that the above mentioned particulars are true to the best of my knowledge and belief.

Place:-Ahmedabad
Date-

Amisha Chothwani