

Vaibhav Vaidya – HR Professional

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About Me



1.1 Year experience in HR

9687339395

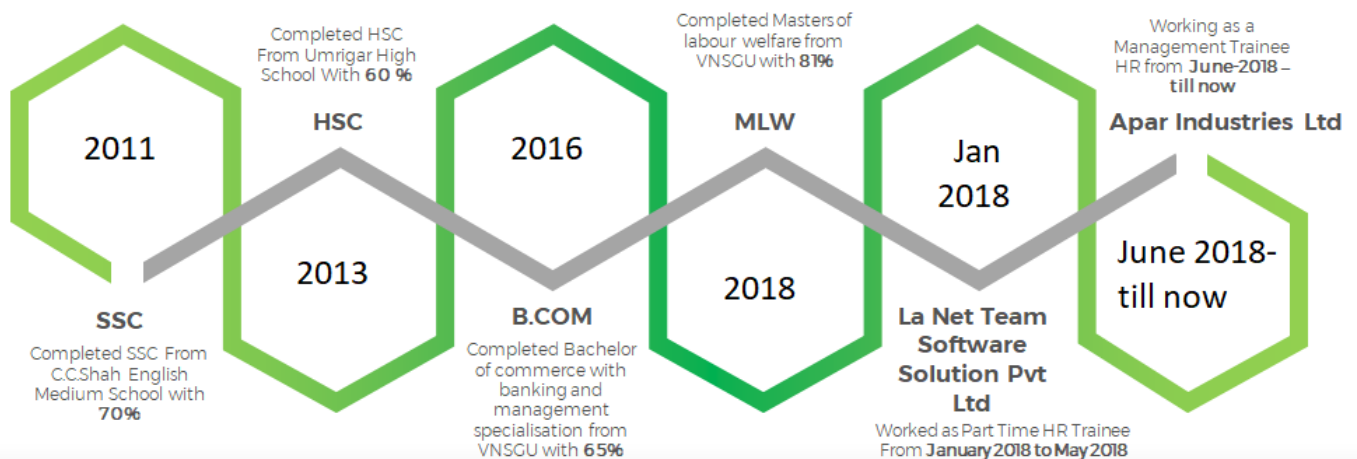
2nd May 1995

vvaidya002@gmail.com

Surat, Gujarat

Objective :- To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals.

Career Timeline



Education

Degree	College/University	Year Of Passing	Grade/Class
Master Of Labour Welfare	Department of human resource development,VNSGU	May-2018	Distinction (81%) (Gold Medalist)
Bachelor of commerce	Sascma commerce college,VNSGU	May-2016	First Class (65%)
H.S.C	Sheth Dhanjisha Rustamji Umrigar Memorial School	June-2013	First Class (60%)
S.S.C	C.C.Shah English Medium School	June-2011	Distinction (70%)



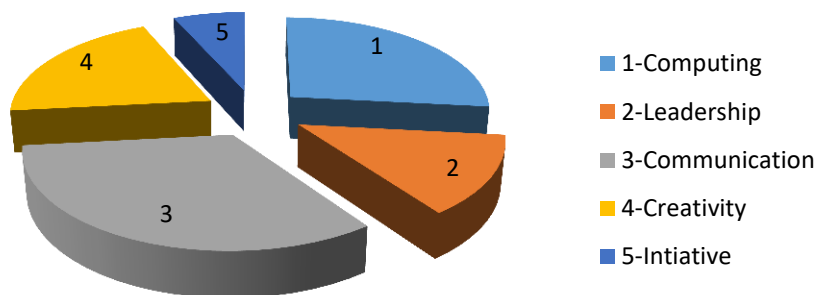
Achievement

- Got 1st Rank in Master Of Labour Welfare throughout all semesters (2018)
- Have given behavioral base training to more than 250 workers. (2018)
- Have recruited more than 150 employees from Trainee to General Manager (2018)
- Conducted a seminar on career guidance at Aurora Institute Of Commerce (2017)
- Got 1st Rank in inter-college debate competition (2016)
- Got 1st Rank in inter-college movie review competition (2016)
- Got 2nd Rank for best academic performance in B.com during second & third year of college. (2016)



Skills

CORE SKILLS AND COMPETENCIES



Work Experience

1. Currently working as a Management Trainee HR at Apar Industries Ltd (Conductor Division), Silvassa. Working since 28th June'18 to till date.

FUNCTIONS

- **Talent Acquisition**
 - Recruitment
 - Induction
 - Orientation
 - Long term human talent planning
 - Maintaining MIS
 - On boarding process, orientation ,exit formalities
- **Training and development**
 - Maintaining monthly training calendar
 - Schedule Training
 - Organizing Training
 - Execute Training
 - Evaluate Training
- **Attendance Management**
 - Maintaining attendance of employees from System as per the policy of the company



- Maintaining shift schedule of employees
- **Employee Engagement**
 - Maintaining Employee Engagement Calendar
 - Planning of activities
 - Scheduling Events
- **Payroll & Other Administrative Activities**

2. **Worked as a HR Trainee in La Net Team Software Solution PVT LTD**
Since 1st January 2018 to 25th May'18.

FUNCTIONS

- Recruitment
- Training and development
- Attendance Management
- Employee Engagement Activities
- Exit Formalities and managing employee grievances



Summer Internship

ESSAR STEEL INDIA LTD, HAZIRA, Surat

Duration: - 1st May 2017 to 30th June 2017 (2 Months)

Main Responsibility:-

- Audit
- Checking registers of contract
- Operating waid services
- Making ESIC of new employees
- Follow up with contractors



Computer Proficiency

- Microsoft Office Word
- Microsoft Excel
- Power Point
- SPSS,Tally,etc



Languages

- English
- Hindi
- Gujarati
- Tamil



Personal Interests

- Gardening
- Swimming
- Making YouTube videos
- Cooking



Additional Details

- ❖ **Current Salary:-** 16000 (Stipend)
- ❖ **Current Designation:-** Management Trainee HR
- ❖ **Preferable Location:-** PAN INDIA
- ❖ **Notice Period:-** 1 Month (Negotiable)
- ❖ **Contact Number :-** 9687339395
- ❖ **Emergency Number :-** 9879735943

**References
available on
request**

Video CV Link:- <https://youtu.be/9tO7mmZvo30>

