

KUSHANI VAIDYA

(BBA. MBA. GBMT)

Frobisher Lane, Ottawa, ON, K1G 3T6

+1(437) 984-9228

kushanivaidya@gmail.com

www.linkedin.com/in/kushanivaidya28

Summary:

Highly organized and detail-oriented HR and administrative professional with expertise in recruitment, office management and executive support. Proficient in optimizing workflows, managing logistics and enhancing operational efficiency in dynamic environments. Experienced in full-cycle hiring, communication management and delivering high-level support to senior executives.

Skills:

Soft Skills: Communication | Leadership | Problem-Solving | Time Management | Teamwork | Conflict Resolution

Hard Skills: Recruitment & Onboarding | Administrative Support | Scheduling & Calendar Management | Data Entry | MS Office Suite | Microsoft Teams & Slack | Customer Service | Document Management | Event Coordination

Work Experience:

Human Resource Specialist

Mehta EXIM

Surat, India(Remote)

February 2024- Present

- Managing the full-cycle recruitment process, including sourcing, screening, and onboarding.
- Handling HR functions such as employee relations, documentation and compliance.
- Coordinating with the company's team remotely to support hiring needs.

Deli Clerk

Loblaw companies ltd.

Ottawa, ON

February 2023- Present

- Delivered excellent customer service and managed inventory.

Admin Executive

Neha Creation

Gujarat, India

December 2020- July 2022

- Oversaw administrative operations, vendor coordination, and business logistics.
- Handled documentation, scheduling, and database management.
- Assisted in employee onboarding and HR support functions.

Internships:

Human Resource Lead

GAO Tek Inc. (GAO Group of Companies)

Toronto, ON(Remote)

January- June 2024

- Managed full-cycle recruitment, from sourcing to onboarding.
- Coordinated interviews, conducted screenings, and facilitated hiring decisions.
- Maintained employee records and ensured compliance with company policies.

HR Intern

Manashvi Securities Ltd.

Gujarat, India

August 2019-February 2020

- Assisted in recruitment and onboarding processes.
- Conducted employee engagement activities and maintained HR records.

Admin Assistant

Neha Creation

Gujarat, India

October 2017-July 2018

- Managed office records, data entry, and correspondence.
- Scheduled meetings and maintained documentation for business operations

Education:

Global Business Management

2022- 2024

Georgian @ILAC College

Toronto, ON

Completed with extensive coursework in business strategy, marketing, and research, gaining practical experience through consulting projects while securing name in Dean's List for all four semesters.

Master of Business Administration (HR)

2020-2022

Gujarat Technological University

Gujarat, India

Specialized in Human Resources, focusing on advanced HR strategies, talent management, and leadership.

Bachelor of Business Administration (HR)

2017-2020

Veer Narmad South Gujarat University

Gujarat, India

Achieved distinction, with a focus on HR, production management, marketing and finance, supplemented by internships and research projects.

Applied Projects:

- A Study on Quality of Work Life among working women in Education Industry
- Study on the Impact of Mental health and Emotional health of employees on their performance at Manashvi Securities Ltd.
- A Study on Consumer's Perception and Preference towards Cashless Payments among students at Georgian @ILAC college

Certifications:

- GE Aerospace - Explore Human Resources Job Simulation (Forage, Jun 2024)
- Career Essentials in Administrative Assistance by Microsoft & LinkedIn (Mar 2024)
- Human Resources: Understanding HR Systems Features and Benefits (LinkedIn, Mar 2024)