

# Shilpa Mehta

Vadodra, Gujarat

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I have 8 years of rich Human Resource, Talent Acquisition and Career Counseling experience in the field of IT/non IT , Education & Fashion. Have expertise in developing new business for the Organization. Hiring for Mid and junior level positions in the field of IT, BPO and Fashion verticals.

## **Career Synopsis:1**

### **JD INSTITUTE OF FASHION TECHNOLOGY, VADODARA**

**HR AND ADMINISTRATOR**

**JUN'16 TILL DATE**

- Organize and maintain personnel records
- Prepare HR documents, like employment appointment letters and new hire guides
- Answer employee's and students queries about HR-related issues as well admin related work
- Maintain schedule and coordinate calendar activities
- Recruitment and job posting ads on careers pages and processing received resumes and preliminary interview rounds.
- Organizing various events in the institute level like (fashion show, workshop, employee engagement outdoor and indoor)

## **Achievement**

- **Best supporting Title for Recruitment & no. Admissions on all 38 learning centre (Pan India) (2019)**
- **Certificate of excellence –Excellent work performance – covid-19 (2021)**

## **Professional Experience:**

### **SANAH INFOSOLUTIONS INDIA PVT.LTD.(WEB DESIGNING & BRAND DEVELOPING COMPANY IN INDIA)**

**BUSINESS INTELLIGENCE DEVELOPER (COORDINATOR) JAN'14 to MAY'16**

**HR-STAFFING, CORPORATE SUPPORT & RECRUITMENT JAN'14 to MAY'16**

#### **As a Business Coordinator,**

- 1) Making cold calls
- 2) Identifying new leads
- 3) Promoting products
- 4) Performing follow up duties
- 5) Managing clients
- 6) Attending meetings, training sessions and seminars
- 7) Providing feedback to managers
- 8) Researching market trends

#### **As Recruiter-**

- 1) Understanding the requirements and profiles of various clients.
- 2) Understanding the requirement, and take a close look on all requirement till the closure of the requirement
- 3) Involved with the conversion and negotiation process extensively.
- 4) Head hunting the candidates in different companies for various requirements.

5) Screening resumes according to specified requirement.

6) Arranging and coordinating interviews.

**SHAADI.COM (PEOPLE GROUP) (NOV- 2013 - DEC2013**

**PEOPLE INTERACTIVE GROUP IND PVT LTD.**

**SENIOR SERVICE ADVISOR AT (BANGALORE)**

**Job profile:**

- 1) Providing various types of services to the clients as per the company rules.
- 2) To develop business for achieving the targets
- 3) Ensuring first hand resolution to customers.
- 4) Generating sales for developing business
- 5) Make excel sheet in daily basis, prepared advertisement for newspaper.
- 6) Represent the center in monthly review

**TELEPERFORMANCE CRM SERVICES PVT LTD CENTER IN INDORE**

**POSITION: EXECUTIVE CUSTOMER CARE SUPPORT** JUNE 2012 -30<sup>th</sup> JULY2012

**Job Profile:**

- 1 Handling inbound calls as per set targets.
- 2 Ensuring first hand resolution to customers.
- 3 Generating sales lead by giving resolution to customers.
- 4 Responsible for customer retention and customer satisfaction
- 5 Handling floor in absence of Team Leader.
- 6 Barging calls for the agents and providing Quality feedbacks.

**IBMR COLLEGE PUNE**

**POSITION: COUNSELOR / ADMINISTRATION EXEC. MARCH 2012-APRIL 2012**

**Job Profile:**

- 1 To provide correct information about various courses available in Institute.
- 2 Calling up the probable admissions
- 3 Taking care of Administration related work as well.
- 4 Arranging interviews of students
- 5 Arranging stalls in Education Fares across India.
- 6 Resenting the college in Education fares Represented-Times Of India,
- 7 Indian Express,Hitawad

**INTERNSHIP**

**Surya Laxmi Denim Comp. Ind. Pvt .Ltd Nagpur(Implant Training)**

**INTERNSHIP**

**Jr. Engineer (Quality Control dept.)**

**Job profile:**

- 1 Checking Quality of Cotton, Thread & Cloth. In weaving dept.&spining dept.
- 2 Checking the Production of cloth.
- 3 Handling the team of quality control dept.

**Projects:**

- Different types of Rotors it's diameters in spinning section in denim division at Nagpur (Denim company)
- Study of Acrylic fibers in Indo worth company at Nagpur (well-known awarded project) Indowarth Textile com.Ltd.

**Qualifications:**

<b>Textile Engineering. (4YR.)</b>	<b>Govt.Engineering collage Nagpur (Mumbai Board)</b>
<b>Diploma in computer science</b>	<b>Nagpur</b>

**Marital Status:** Married

**Hobbies:** Singing & Dancing

**Languages known:** English, Hindi, Marathi, understand Tamil, Kannada

**Date of Birth:** 26<sup>th</sup> March

**Nagpur**

**Shilpa Mehta**