

Narvani Tina

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(SR. HR EXECUTIVE)

ABOUT ME:-

- To obtain challenging and responsible position in an organization wherein I contribute to the successful growth of an organization using my abilities and knowledge. "There is always a better way of doing things" is the common belief. As HR is all related human being my long term goal is human begins welfare by my learning, knowledge and experience.
- Patience and hardworking,
- Attitude of Strong Discipline, Highly committed to task,
- Alternatively work independently to achieve objectives

WORK EXPERIENCE:-

- ★ Currently Working with **G M Engineering Pvt. Ltd.** as **HR Head** from 26th June, 2014 to till this date.

Job Responsibility:

- Coordinate joining formalities & Induction Program
- Preparing Resumes data bank for future requirements
- Maintaining Employees Personnel Records
- Coordinate General Administration
- Supervision of Time Keeping Attendance System
- To draft & issue different letters such as Interview call letter, Offer Letter, Appointment Letter, Relieving letter, confirmation Letter etc
- Shortlist CV and schedule interview as per requirements.
- Interview job applicant, review application/resume; evaluate applicant skills and make recommendations regarding applicant's qualifications.
- Develop and maintain relationship with employment agencies, Colleges, universities and other recruitment sources.
- Purchase & Distribute Uniforms, Safety Shoes, Hand Gloves and other safety related items.
- Respond to and resolve difficult and sensitive inquiries and complaints.
- Arrange, Execute & Evaluate training as per requirements.
- Try to solve worker issues and their problems.
- Preparing Monthly Salary sheet.
- Maintain leave records.
- Hotel and travel booking.

- Previously employed at Nano **Agro Science Co-operative Society Ltd As Marketing Assistant and Dispatch Incharge , Event Activity Incharge(All type of meeting & Expo Incharge) & HR Assistant Last 9 months.**

EDUCATION DETAILS:-

Year	Qualifications	University	Percentage
2013	Master of Business Administration Sunshine Institute, Rajkot	(Gujarat Technical University)	8.86(SPI)
2011	Bachelor of Business Administration Shree K.M. & K.K. Savjani college, Veraval.	(Saurashtra University)	60%
2008	Gujarat Higher Secondary Education Board, (Commerce) Dharshan High school, Veraval	(Gujarat Higher Secondary Education Board(GSEB))	66%
2006	Secondary School Certificate Shree Sheth M.P. girl's school, Veraval	(Gujarat Secondary Education Board (GSEB))	70%

EXTRA- CURRICULAR ACTIVITES/ ACHIEVEMENTS:-

- MBA 4th Sem **3rd Rank** in college.
- **Documentary making** in Christ College 1st Rank.
- BE AWARE IN **Rajkot Management Association** 2nd Rank.
- **Best attendance award** in Sunshine Group of Institution 2013.
- EDP IN **The National Small Industries Corporation** Ltd.2013s
- **QUIZ OF EVER** In ATMIYA Institution of Technology & Science 2012
- **BID TO WIN** In T.N.RAO College 2012
- **SIP Pratiyogita** in M.H.Gardi School of Management 2012
- **Team Quiz Contest** In Rajkot Management Association 2012
- **Business Plan In IIM Ahmadabad hold By R.K. University 2012**
- EDP program farewell party as **Coordinator, party arrangement** at college **management activities.**
- Google Examination, extra project is done on **training and development project.**

PROJECT PORTFOLIO:-

- Emotion Intelligence impact on inter relationship in Banking in Banking Sector in 4th Sem
- Salary and Wages it's importance for employees in GHCL (30 days Training) in 1st Sem
- Motivation to the employees in Gujarat Sidhee Cement –GSCL (15 days Training) in TY BBA
- All Department Overview in GHCL (8 days) in SY BBA.

COMPUTER SKILLS:-

- MS-Office
- Tally
- Internet

STRENGTH:-

- Able To Develop Relationship
- Hard Working
- Easily match with people
- Motivation
- Positive Attitude
- Co-ordination

PERSONAL DETAILS:-

- Permanent Address - Lilashah bhavan, "shiv Krupa", Veraval (Somnath).
- Current Address- Kalavad Road, Bh: Rani Tawor , Yogi Park Street no: 3, Rajkot.
- Language Known -English, Gujarati, Hindi and Sindhi.
- Date of Birth: 18th Sep, 1991.
- Gender: Female
- Hobbies – Travelling, To maintain better relation with human

DECLARATION:-

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Tina D Narvani