

## VARSHA PATEL

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**“A customer-oriented, multitasking, experienced with MBA degree with major specialization in Human resource with 2.9 years of enriching experience in IT Industry”**

### KEY HIGHLIGHTS:

- ❖ Good command in identifying and understanding the business requirement.
- ❖ Proficient in coordinating with the people.
- ❖ Effective Management and Communication skills.
- ❖ Excellent in understanding and analyzing human behavior.
- ❖ Good Convincing and Interpersonal skills
- ❖ Assisting the HR manager in collating the employee data and generating various reports.

### WORK EXPERIENCE:

Companies	Profile	Period
Wisethink Information Solutions Pvt Ltd	HR Executive	26th Dec 2019 – Till date
Ahom Technologies Pvt Ltd	HR Executive	25 <sup>th</sup> Feb 2019 – 20 <sup>th</sup> Dec 2019
Intec Capital Pvt Ltd	HR Trainee	Aug 2018 – Jan 2019

### KEY ASSIGNMENTS:

Nature of Work	Areas covered
<b><u>Roles and Responsibilities-</u></b>  <b>Wisethink Information Solutions Pvt Ltd</b>	<ul style="list-style-type: none"><li>❖ Designed and maintained job postings on various social media sites and websites with various tools.</li><li>❖ Coordinated with the hiring manager and participated in the interviewing panel.</li><li>❖ Analyzed various job applications and filtered candidates through telephonic or one on one interviews.</li><li>❖ Interact with potential candidates on social media and professional networks</li><li>❖ Onboarding &amp; Induction</li><li>❖ Employee Engagement</li><li>❖ Coordination with Management on Appraisal Period</li><li>❖ Leave and Attendance Management</li><li>❖ HR Operations including joining formalities, issuance of appointment letter, and Exit Formalities including Full &amp; Final settlement, Experience letter and relieving letters, conducting exit interviews</li></ul>

	<ul style="list-style-type: none"> <li>❖ Providing trainings to new Joiners</li> <li>❖ Maintaining various kinds of trackers such as Monthly Expenses tracker, Vendor payments, Employees Reimbursement, Cash and card bill receivables and payables, etc...</li> <li>❖ Preparing NDA's (Non-Disclosure Agreement) for Freelancers and Consultants</li> <li>❖ Worked with ventures also ( Healthcare &amp; Legal Domain)</li> </ul>
<b><u>Roles and Responsibilities-</u></b>  <b>AHOM technologies Pvt Ltd</b>	<ul style="list-style-type: none"> <li>❖ Employee Engagement</li> <li>❖ Screening, Recruitment</li> <li>❖ Conducting telephonic and personal interviews</li> <li>❖ Onboarding formalities</li> <li>❖ Resolving employee queries</li> <li>❖ Joining related: Follow up for pending documents</li> <li>❖ Documentation/ File management</li> </ul>
<b>Training</b> <b>(Intec Capital Pvt Ltd.)</b>	<ul style="list-style-type: none"> <li>❖ Short listing the right candidates from various sources for the right profile in the organization</li> <li>❖ Conducting personal interviews</li> </ul>

#### **PROFESSIONAL & ACADEMIC QUALIFICATION**

Qualification	Board\Institute\University	Year	%
Masters of Business Administration (HR & Finance)	Rawal Institute of Management,MDU University	2016-2019	72%
B.Com	K.I. Mehta Dayanand College,MDU University	2016	65%
XII	CBSE	2013	70%
X	CBSE	2011	65%

#### **SYSTEM PROFICIENCY**

- ❖ Well versed with MS Office (MS-Word, MS- Excel, and MS- PowerPoint, G-Drive).
- ❖ Good hands-on Naukri portal

#### **ACHIEVEMENT/ PARTICIPATION**

- ❖ Distinction holder during the entire session of MBA
- ❖ Awarded a trophy and cash prize for the graphic championship in class XII
- ❖ Awarded confidence award in graduation

**DECLARATION** : I hereby declare that all information given above is true to the best of my knowledge.

**PLACE:** Faridabad

**Varsha Patel**