

JAMILA VOHRA

Address – L wing-611,
Cosmopolitan Housing Society.
Takka, Old Panvel, Navi Mumbai - 410206

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CAREER OBJECTIVE:

To have an innovative and challenging career giving best quality performance by demonstrating competence with perfect skills and contributing to self and organization's growth.

WORK HISTORY:**1. HR & Admin Manager**

BKS Galaxy Group Pvt. Ltd (May2021 – June2022)

- Provide personnel policy and procedure guidance to employees and management.
- Develop and maintain talent management processes.
- Recruitment and Talent Acquisition Activities and administer new employee on-boarding and orientation.
- Co-ordinate with accountants and lawyers regarding scrutiny and legal matters and oversee the work submission.
- Maintain all employee documentation and employee personnel files.
- Organize a filing system for important and confidential company documents.
- Monitor all the tasks delegated by the Director and ensure that all tasks are achieved by the agreed deadlines.
- Co-ordinate and communicate with banks regarding loans, CIDCO, NMMC and other government bodies.
- Performs routine tasks required to administration and execute human resource programs including but not limited to compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development.

2. HR & Admin Executive

ScienceUtsav Educational Services Pvt. Ltd (Dec2019 – Apr2021)

- Maintained optimal staffing levels by tracking vacancies and initiating recruitment and interview processes to identify qualified candidates.
- Educated employees on company policy and kept employee handbook current.
- Provided updates on HR policy changes to employees to satisfy compliance and state laws.
- Directed hiring and onboarding programs for new employees and exit process for the Employees.
- First Point contact for all HR / Admin related activities.
- Monitoring attendance, discipline and overall office happiness quotient and the Asset owner for ScienceUtsav.
- Training and growth of the team, training sessions ownership, creating policies and documents for the company.

3. HR Trainee

Videojet Technologies Pvt. Ltd (Nov2018 – Nov2019)

- To work in talent and acquisition department for internal base hiring in the company.
- Looking for hiring process on PAN India basis and Screening of resumes and profiling of those resumes.
- Conducting of initial telephonic Round, Scheduling for interview and follow up.
- Preparing of Offer letters for Interns, complete Joining Formalities for the New Joiners.
- Daily and weekly Updating of the Funnel Board and the Hiring Board.

INTERSHIPS:

1. **HR and Marketing Executive:** *BIAP (Board of Industry Academia Partnerships) (May2018 – Oct2018)*
2. **HR Executive:** *Coppergate Consultants (Apr2017 - June2017)*
3. **Ecommerce Executive:** *Anduril Retail Pvt Ltd (Apr2016 – June2016)*

AREAS OF EXPERTISE:

- Hiring Process, Onboarding and Orientation, Filing and Record management.
- Documentation, Making policies and procedures for the company.
- Preparing of Offer letters, Exit Interviews and formalities.

ACADEMIC QUALIFICATION:

- Labor Law – DY Patil College of Law (Nerul) – Certification Course
- BMS (Specialization – Human Resource Management) - SIES College of Arts, commerce and Science (2015 – 2018)
- 12th – St. Joseph's Junior College of Commerce and Science (2013-2015)
- 10th – St. Joseph's High School (New Panvel)

ROTARACT MOVEMENT & OTHER ACTIVITIES:

- Treasurer at Rotaract Club of Panvel Industrial Town for the year (2022 – 23)
- Secretary at Rotaract Club of Panvel Industrial Town for the year (2021 – 22)
- District Director Without Portfolio at Rotaract District 3131 (2020-21)
- Secretary at Rotaract Club of Panvel Industrial Town for the year (2019 – 20)
- Joint Secretary at Rotaract Club of Panvel Industrial Town for the year (2018 – 19)
- Club Service Director at Rotaract Club of Panvel Industrial Town for the year (2017 – 18)
- Member at Rotaract Club of Panvel Industrial Town for the year (2016 – 17)
- Member of Women's Development Cell (2016-17)

PERSONAL DETAILS:

Name – Jamila Vohra

Father's Name – Shabbir Onali Vohra

Date of Birth – 22nd November 1996

Nationality – Indian

Languages – English, Hindi, Gujarati, Marathi, Mandarin (Beginner)

Hobbies – Reading Books, Listening to Music, Art and Craft.