

RESUME

Ms. Nimisha V. Ambasana

Contact no.(m) 8758694480

E-mail ID: nimisha.208@gmail.com

Rajkot-360002

Objective:

To work with the firm this allows maximum utilization of my skills along with the development of new ones towards the furthering of both firms and self-interest to work with respect to company policy and looking for a prosperous career and all round growth.

Academic Qualification:

Sr. No.	Degree	University	Passing Year	Percentage
1	M.B.A. B.F.	Sau. University	Nov.- 2019	65.53%
2	M.L.W.	Sau. University	May-2011	70.17%
3	B.A[History]	Sau. University	Mar.-2009	62%
4	H.S.C.	G.S.H.E.B.	Mar.-2006	79%
5	S.S.C.	G.S.H.E.B.	Mar.-2004	52%

#M.L.W.: Master of Labor Welfare

#M.B.A.B.F: Master of Business Administrative in Banking and Finance

Computer Proficiency:

- Certificate in Computer concept (CCC- Course)
- MS Office [MS PowerPoint, MS Excel, MS Word]
- Internet.

Other Activities:

- Certificate in UGC sponsored national level conference on **Stress Management**.
- Certificate in UGC Sponsored State level **seminar on youth Day**.
- Certificate in **First Aid Treatment Training** by J. K. Occupational Health Center.

Experience: 5.6 years (HR)

1. **Rajkot Nagarik Sahakari Bank** – Gold Loan Dept. From May – 2018 to March - 2019
2. **Rajkot Nagarik Sahakari Bank - From May - 2014 to May 2018 (4 years)**
Working as a Jr. HR Executive
 - Maintain record as well as status of all legal cases which is pending before Labour court, Industrial court and Industrial Tribunal.
 - Oral and written communication related to disciplinary procedures and action.
 - Maintain attendance record of seniors and reporting to G.M.
 - Checking of Salary, Bonus and PF calculation of security agencies.

- TA DA bill payment process.
 - Maintenance of punching machine record.
 - Helping hand on Recruitment and selection procedure, Employee Personal file maintenance, Leave checking on P2B salary software, employee exit activities, etc.
- 3. Amul Industries Pvt. Ltd. Rajkot - 1.6 years**
Working as a HR Trainee
- Looking for all HR Functions like- Personal file record maintenance, Recruitment and Selection, Training and Development, ESI and PF related issues etc.

Hobbies:

Reading, Playing Chess, Listening Music

Personal Details

Name: Nimisha V. Ambasana
Date of birth: 20th August 1988.
Gender: Female
Marital status: Unmarried
Nationality: Indian.
Language known: Gujarati, Hindi, English.

References:

Mr. Manhar Parekh
Sr.Manager HR & IR (Legal)
Amul Industries Pvt. Ltd. Rajkot
M. 9825213227

Mr. NayanR. Mehta (Advocate)
103, Aakar Complex,
2nd floor Limda chock, Rajkot.
M. 09825332232

Declaration:

I hereby declare that the information given above is true and to the best of my knowledge.

Thinking you,

Place: Rajkot.
Date:

Yours truly,
(Nimisha V. Ambasana)