



RIYA DHOLAKIA

HUMAN RESOURCE MANAGER

Excellent communication and relationship-building skills with proficiency in hr software .Dynamic administrative professional and leader with 4+ years of experience playing key role in attaining daily objectives and long-term goals across diverse office platforms. Excel in timely and accurate processing of accounts payable and receivable and applying advanced analytical acumen. Strongly committed to raising productivity and service quality via strategic planning and allocation of resources as well as implementation of process improvements. Skilled receptionist and liaison with superior communication, computer, support and organizational skills. Experienced Office Management and Administration Professional experienced optimizing productivity, efficiency and service quality across various environments.

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Email

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linkedin.com/in/riya-

dholakia-2ab886227

Education

2014

12TH COMMERCE

GK DHOLAKIYA SCHOOL

2018

BCOM

Saurashtra university

2021

LLB

Saurashtra university

Expertise

Payroll and budgeting

Documentation and
control

Business administration

Strategic planning

Policy and procedure
modification

Database administration

Workflow planning

Report analysis

Filing

Language

ENGLISH

HINDI

GUJARATI

Experience

2018 - 2022

NIK GROUP

HR & ADMIN MANAGER

Managed employee disputes by employing conflict resolution techniques.

Implemented standardized programs and policies, driving smooth operations, employee retention and engagement.

Developed focused training programs, leadership pipeline and succession plans.

Guided leaders and employees on company policies, programs, benefits and salary administration.

Reviewed business goals to recommend new HR approaches, policies and procedures for continual improvements focused on meeting business objectives and enhancing productivity.

JAN 22- DEC 22

MODI SCHOOLS

COUNCELLOR

Communicated closely with other counselors to devise programs and activities based on developmental and academic levels.

Maintained confidentiality of records relating to clients' treatment.

Offered guidance and advice to help cultivate self-esteem and community involvement.

followup and maintaining relationships wth students and parents.

JAN 23- CURRENT

BLUE CLUB COLLECTION PVT LTD

HR MANAGER

Created vision and goals for HR team and motivated staff to achieve excellence in customer support and core HR processes.

Oversaw legal compliance with federal, state and local laws and regulations in addition to compliance with company policies and procedures.

Led decision-making and implementation of HR policies, procedures, programs and functions.

Reference

HINAL MARU

BLUE CLUB

Phone: 7284915486

AQSA MORVADIYA

MODI SCHOOL

Phone: 6351558916