



"Ravi prabha", Hasanvadi – 2 , Nr. Gayatri Nagar,
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CAREER GOAL

I would like a career that gives me rich exposure through diverse assignment and working with people of high calibre. I would constantly look out for challenges, which would help me to achieve my personal and professional goal. Currently I am seeking for an opportunity which would enhance the skills obtained from successfully completing my master's in business management with my core competency in the field of Human Resources and having worked in the field for more than three years.



EDUCATION

- 2019 **Masters of Business in Human Resource (7.6 CPI)**
Gujarat Technological University, India.
- 2017 **Bachelor of Commerce (68%)**
Saurashtra University, India.
- 2014 **12th Std. (62%)**
Gujarat Secondary and Higher Secondary Education Board, India.
- 2012 **10th Std. (74%)**
Gujarat Secondary and Higher Secondary Education Board, India.



SKILLS & STRENGTHS

- Strong communication skills
- Excellent organizational skills
- Capable problem solver
- Attention to Detail
- Can speak fluent English, Hindi & Gujarati
- Ability to Prioritize



WORK EXPERIENCE

Innovative and experienced Human Resource Executive. Highly effective in developing strategies pertaining to HR and creative with hands on experience across major responsibilities delegated by an organisation to the HR. Thrives in dynamic environment and quickly adapts to the ever-changing demand of the field. Detail-oriented, result oriented and organised with 3 years' experience.

December 2018
to April 2021

H.R. Executive – Poojara Telecom Private Limited

- ☐ Finding potential candidate through various sources and arranging interviews.
- ☐ Responsible for completing Joining Formalities and maintaining records thereof.
- ☐ Conducting Induction training for new joinee.
- ☐ Conducting HR audits.
- ☐ Co-ordinating with respective HOD's for Performance Appraisal Activity.
- ☐ Organizing various Employee engagement activities.
- ☐ Organizing training for the betterment and development of employees.
- ☐ Identifying potential of the candidates and enhance their skills for enabling them to perform cross functional tasks.
- ☐ Oversees, various areas of human resources, to include; management development, employee relations, training, safety, security and record keeping.
- ☐ Assist the human resources manager in the planning, development, and implementation of effective human resource strategies/policies.
- ☐ Collaborate with all departments to ensure the human resource initiatives and goals are consistently and successfully achieved.
- ☐ Accurately review employee performance, promote a competent and confident staff, while recognizing employees for outstanding teamwork and overall performance.
- ☐ Partnered with various head of the departments to evaluate the need of training and development of the employees working under them to enhance individual as well as department's performance.



PROFESSIONAL ATTRIBUTES

- A high standard of professionalism in my work
- The ability to remain calm and objective in all situations
- Proactively identify the need of an organization and fill the lacunae
- Able to work autonomously and in a team environment
- A good sense of humour and the willingness to be part of a team



REFERENCES

Available upon request