

Komal Juneja
MBA- HR
BBA

RESUME

Address:

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OBJECTIVE

My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company's productivity and reputation.

QUALIFICATION

Marwadi Education Foundation (MBA), Major Subjects: HUMAN RESOURCE

Degree	Board/University	Year of Passing	Percentage
4 th Sem.	G.T.U	2020	8.60 SPI

R.K University department of school of management (BBA)

Degree	Board/ University	Year of passing	CGPA
6 th SEM	R.K. University	April 2017	6.86

School Education: Pathak School. Rajkot.

Certificate	Board	Year of Passing	Percentage
10 th	GSHSEB	2012	65.25
12 th	GSHSEB	2014	65.93

PROJECT WORK & INTERNSHIPS

Title	Company Name	Description	Start Date	End Date
Measuring the effectiveness of recruitment & selection practice at AMUL.	AMUL INDUSTRY PVT.LTD(Rajkot)	It was a great experience to work with HR manager. I was doing reference check, resume check, and also participated with HR manager in other activity.	21/05/2019	04/07/2019

WORK SHOP

Interior Designing Industry

(Research based, how they handle, start, scope, designing part)

Leather Shoes

(SWOT analysis, porter's model, comparison between top brands)

Zomato and Swiggy, which delivery is good, preference of customer.

KEY SKILL

Technical

Basic Computer like
MS Office
Excel
PowerPoint
Tally Accounting

Corporate Skills

Leadership
Using New Technology
Communication
Team Work
Passionate About Work
Planning

WORK EXPERIENCE

HR EXECUTIVE

B.T Savani Kidney Hospital,

Rajkot

08/02/2021 - Present

- Assist the HR manager in planning of Organizational recruitment.
- Take the interview of the recruiters.
- Compilation & processing of attendance data in attendance system.
- Maintaining employee's personal files and records.
- New Joining Formalities
 - Document Verification
 - Appointment Letter
 - Data Entry
 - Punching
 - Health Check up
 - Hostel Formalities
- Maintaining employees personal files and records, communicating HR policies & across the organization at all levels.
- Enter employment data into computer database
- Track and update employee leaves of absence
- Designed Policies and Various HR Forms.

- Tracking attendance, maintaining leave records, PF records, issue letters, etc.
- Assist the HR manager to preparing salary.
- Processing monthly attendance musters for workers, trainees & officers.
- Preparing various letters like offer letter, appointment letter, confirmation letter, increment letter, transfer letter, warning letter, experience/service certificate, relieving letter, Staff security deposit and EL Payment etc.
- Staff Problem Solving

ACHIEVEMENT

Participated in management webinar series 2020 on “mastering skills for job interviews”
My research paper named “an assessment of employee job satisfaction at Echjay pvt.Ltd, Rajkot” is published in international research journal.

EXTRA-CURRICULAR & CO-CURRICULAR ACTIVITIES

I have worked as an intern in T20 match held in Rajkot.
Completed workshop SIG with “Finishing skills, grooming & etiquette”
Completed Project “A STUDY ON EFFECTIVENESS OF TRAINING “AT FOMEX PETPACK PVT. LTD.

PERSONAL DETAILS

Date of Birth : 28/09/1996
Gender : Female
Nationality : Indian
Languages know : English, Hindi & Gujarati

DECLARATION:

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

Signature & Date