

Bhumika Adhia

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Profile Summary

- **Experienced Professional** with **8+ years** of experience in HR, Sales, Teaching, Media writing, Branding and Training
- Worked with more than 5 companies and also provided business consultancy for growth and staff training to more than 20 companies in the Saurashtra region.

Professional Experience

RK UNIVERSITY, RAJKOT (GUJARAT)

- Employment Tenure : **June 2019 – Present**
- Role : **Sr. HR Executive & Assistant Professor**
- **Job Functions**
 - **Responsible for all HR functions** namely Recruitment, Orientation, overall staff training, Salary, Approvals of resignations and attendance, Resignation counselling, exit interview, promotion process, inspection management for all departments and such duties for the HR department by leading team of 2 other members, managing 350+ employees at a university level department.
 - **As assistant professor** teaching students of BBA/MBA all semester, dealing with 9+ subjects yearly, making of courses that can be trained to other faculties as well and can be launched nationally as a course, managing events and performing social responsibilities to teach students with help of donation activities, industry visits, striving to have different assessment methods for exams.

MEHTA CONSULTANCY, RAJKOT (GUJARAT)

- Employment Tenure : **January 2018 – May 2019**
- Role : **Trainer & Recruiter**
- **Job Functions**
 - Worked as freelancer Trainer, Recruiter and Brand manager, handling a team of eight junior recruiters and two BDE.
 - Also handled staff and corporate training department of the same.

TATA INSTITUTES OF SOCIAL SCIENCE, RAJKOT (GUJARAT)

- Employment Tenure : **June 2017 – August 2018**
- Role : **Visiting Faculty**
- **Job Functions**
 - Worked as **Visiting faculty** (Only 2 hours in morning) for Tata Institutes of Social Sciences, Rajkot for marketing, sales, communication, English and Soft skills.

LYRA ACADEMY, RAJKOT (GUJARAT)

- Employment Tenure: **July 2017 – December 2017**
- Role: **Counselor**
- **Job Functions**
 - Filling up batches by increasing admissions.
 - Taking sessions for English
 - Managing branding and promotions for the company.
 - Recruiting and training new employees as per needed.
 - Organising seminars for new admissions.

SMMART TRAINING & CONSULTANCY, A SANTOSH NAIR ENTERPRISE, RAJKOT (GUJARAT)

- Employment Tenure: **November 2017 – June 2017**
- Role: **Customer Relationship Manager**
- **Job Functions**
 - Managing the past clients and turning them for new programs and upselling.
 - Converting their negative impact for organization to positive.
 - Organizing programs for past clients by convincing them to attend.
 - Managing press conferences for companies to create promotions.

SMMART TRAINING & CONSULTANCY, A SANTOSH NAIR ENTERPRISE, RAJKOT (GUJARAT)

- Employment Tenure: **July 2016 – October 2016**
- Role: **BDM**
- **Job Functions**
 - Meeting the clients leads generated by BDE.
 - Converting and closing sales.
 - Creating a brand image in the market.
 - Making Strategies for a new clientele base.

SMMART TRAINING & CONSULTANCY, A SANTOSH NAIR ENTERPRISE, RAJKOT (GUJARAT)

- Employment Tenure: **May 2016 – July 2016**
- Role: **BDE**
- **Job Functions**
 - Generating new leads and forwarding to BDM.
 - Cold calling, field calling and creating awareness in the market.

IGNITE INSTITUTE OF FOREIGN EDUCATION, RAJKOT (GUJARAT)

- Employment Tenure : **July 2015 – May 2016**
- Role : **Counselor**
- **Job Functions**
 - Worked as **Visiting faculty** (Only 2 hours in morning) for Tata Institutes of Social Sciences, Rajkot for marketing, sales, communication, English and Soft skills.

LIME INSTITUTE OF EXPORTS & IMPORTS, RAJKOT (GUJARAT)

- Employment Tenure : **April 2013 – July 2019**
- Role : **Visiting Faculty**
- **Job Functions**
 - Worked as **Motivational Speaker** in Lime Institute of Exports and Imports.
 - Worked as **Marketing Faculty**.
 - Conducted various **seminars** in reputed colleges and institutes of Rajkot.

THE VOICE OF RAJKOT NEWSPAPER, RAJKOT (GUJARAT)

- Employment Tenure : **October 2015 – July 2016**
- Role : **Press Reporter(Freelancer)**
- **Job Functions**
 - Worked as a Freelance press reporter.
 - Took interviews of various people who made Rajkot a better place, part of government officers or private organizations.
 - Writing and editing articles.

RAJKOT NOW NEWSPAPER, RAJKOT (GUJARAT)

- Employment Tenure : **March 2011 – September 2015**
- Role : **Press Reporter**
- **Job Functions**
 - Worked as a Freelance press reporter.
 - Took interviews of various people who made Rajkot a better place, part of government officers or private organizations.
 - Writing and editing articles.

Extended Activity

- **Founder of the NGO named SPIRIT OF FREEDOM CHARITABLE TRUST**, Rajkot.
- **Blogging and writing** philosophy pieces and fictions.
- **Provided consultancy and staff training** to organizations like **JJ Auto components, Anand Enterprises, Mehta Enterprises, U-Line Printers and Kotecha Builders** as freelancer.
- **Conducted seminars** in various colleges of Rajkot for Parents counseling, Students' career guidance, Job ready, Interview skills, Soft skills and Motivation and Setting goals for life.
- **Ex-Vice President of Rotaract Club**, MEFGI (Marwadi Education foundation group of institutions).

- **Graduation project training of Akila Daily**, Rajkot for marketing and promotions in print media and advertising industry.
- **Graduation project training of G. K. Khushaldas Jewelers**, Rajkot for showcases and display promotions in effect with inventory management in the showroom.
- **Summer Internship Project under Kotak Mahindra Bank**, Rajkot for HR Management and Recruitment process for organization.
- **CPIDP for Advertisement tools for Vodafone**, Rajkot.

Education

- **MBA** from Marwadi Education Foundation Group Of Institutions (Gujarat Technological University)
- **BBA** from M.V.M College (Saurashtra University).
- **H.S.C** from Nirmala Convent School, Rajkot. Gujarat Higher Education Board (GHSEB).
- **S.S.C** from Sunshine School, Rajkot. Gujarat State Education Board (GSEB).

Personal Information

- **Father's Name:** Mr. Bipin Adhia
- **Date of Birth:** 11-August-1992
- **Nationality:** Indian
- **Language Skills:** English, Hindi and Gujarati