Sanjay

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**PROFESSIONAL SYNOPSIS**

An organized and highly motivated achiever with effective team working and problem solving skills, able to communicate confidently at all levels, an ambitious and positive professional with dedication to succeed.



**EMPLOYMENT CHRONICLE**

**Saurashtra Chemical Division of Nirma Limited.**

* **Worked as Supervisor in the Weighbridge Department for nine months.**
* **Worked as an assistant in the Store Department for 6months.**

**The Grand Bhagwati Seasons Hotel, Rajkot**

**July 02, 2014 to April 06, 2016.**

**Human Resources Associate**

**TGB** is a business hotel unit of bhoomi Hotels Pvt Ltd.

**TGB** consists of **five floors, two banquet halls, two restaurants and sixty two rooms with approximate of 250 associates**.

**Accountabilities**

* Reporting to Asst. Human Resources Manager/ Human Resources Manager.
* Calling applicants according to the vacancies & scheduling interviews for them.
* Taking care of the joining process for new associates.
* Maintaining associate personal files & other audit related files.
* Administration and welfare of associates.
* Operation and inspection of Lockers & Cafeteria under the supervision of Asst. Human Resources Manager.
* Attending meetings regarding Lockers & Cafeteria Issues with the Hotel Committee Members & reporting issues.
* Maintaining HR corridors & notice boards.
* Resolving associates complaints.
* Creating EID’s for Managers & Departmental Heads.
* Making Salary for hotel & maintaining all the salary related documents.
* Handling Full & Final Settlements for the resignees.
* Taking exit interviews & maintaining exit analysis.
* Solely handled HR initiatives “Guftagoo” - A team building activity where at every fortnight the hotel comes across an associate & finds out more about the personal & professional life. “Chaupal” – A forum where the PF, ESIC & Insurance consultant come & solve associates issues respectively.
* Ensure compliance with policies, systems and procedures related to HR & the hotel.

**Bizz The Hotel, Rajkot**

**Oct 01, 2016 to 24th Jan, 2017**

**Human Resources Executive**

**BIZZ** consists of **four floors, one banquet hall, one restaurants and 24hrs coffee shop and Twenty seven rooms with approximate of 75 Associates**.

**ACHIVEMENTS:**

Leadership Capabilities:

Captain of the school cricket team representing the team at inter school competitions

Sports:

Consistent Team player of the School Cricket, Foot Ball & Basketball player.

**PERSONAL SKILLS**

* Commitment
* Belief in teamwork both as a team leader and team player
* Effective in communication
* Good observation tactic towards work environment for effective implication
* Hardworking
* Quick Leaner

**ACADEMIA**

* **Bachelor of Commerce:** in **HRM** from M.S. University Baroda, in **2013.**
* **Higher Secondary Education**: from Birla Sagar Higher Secondary School, CBSEBoard Porbandar Gujarat **2010.**
* **Secondary Education:** from Birla Sagar Higher Secondary School, CBSE BoardPorbandar Gujarat in **2008.**

**Declaration: I hereby declare that the above – furnished details are true with proven records.**