**RIDDHI**

E-Mail ID: riddhi.382885@2freemail.com



* **CAREER OBJECTIVE:**

To contribute actively in the growth and success of the organization, by utilizing Skills achieved through academic knowledge and during work experience and thereby achieve excellence in the field.

* **EDUCATIONAL QUALIFICATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Degree** | **Board/University** | **Year** | **Class / %** |
|  |  |  |  |
| **M.Sc** | **M.S. University** | **2012** | **55.4 %** |
| **( Microbiology)** | **Baroda** |  |  |
|  |  |  |  |
| **B.Sc** | **M.S. University** | **2010** | **61.4 %** |
| **(Zoology)** | **Baroda** |  |  |
| **H.S.C** | **GSHSEB** | **2007** | **76.80 %** |
| **(Science)** |  |  |  |
| **S.S.C** | **GSEB** | **2005** | **87.14 %** |
|  |  |  |  |

* **PROFESSIONAL PROFILE:**

**HUMAN RESOURCE MANAGEMENT**

**TRAINING AND DEVELOPMENT**

**RECRUITMENT/ SELECTION**

**BACK OFFICE OPERATION**



* HR Professional with nearly 3 years of experience in handling Human Resource Management, Recruitment, Training and Development, and Public Relation Profile.
* Experience in handling modern HR system with skills in maintaining harmonious relations among management & employees as well as ensuring prompt resolution of employee’s grievances.
* Conversant with recruitment, induction programs And experience in organizing external and internal trainings programs.
* A keen communicator with the ability to relate to people across all hierarchical levels in the organization.
* **CARREER CONTOUR:**

|  |  |  |  |
| --- | --- | --- | --- |
| **SR. NO** | **NAME OF COMPANY** | **DESIGNATION** | **DURATION** |
| **01** | WHITE PEARL CONSULTING | HR EXECUTIVE | AUG-2016 TO NOV 2017 |
|  |  |  |  |
| **02** | HSP MEDIA NETWORK | OPERATION & SUPPORT | JULY-2015 TO APR-2016 |
|  |  | OFFICER |  |
| **03** | CLARIS LIFESCIENCES LTD | OFFICER – TRAINING & | DEC-2013 TO APR-2015 |
|  |  | DEVELOPMENT |  |

* **JOB PROFILE:**





**1. WHITE PEARL CONSULTNG**

1) Was looking after End To End recruitment, Short-listing profiles from various job site

 (Naukri) based on the requirements in specific skills and matching it to the candidate's skill

 Sets and experience

2) Posting the job requirements on different portals

3) Effectively using Personal Network Built up Database, Internet and Employee

 Referrals for prospective hiring

4) Interacting with departmental heads to understand their requirements

5) Based on the clients requirements screening the resumes and judging the candidates to

 meet the particular requirement

6) Initial phone screening of candidates to judge communications and background, Short

 listing the candidates by the clients requirements and then scheduling up the

 interviews, & Regular follow up with the selected candidates to confirm their joining

 dates, ensuring the maximum of them are placed successfully within the organization

7) Getting Feedback ensuring the offer letter issues and joining date formalities.

 

**2. HSP MEDIA NETWORK, AHMEDABAD**:

1. As a BDA , Client calling, follow up, negotiation & consultative discussions with Clients to finalize the closure
2. Emailing & Calling to Clients.
3. Coordinating and reporting to managers to carry out -campaigns if necessary
4. As an operation & support officer, Handling client’s technical queries and provide support when required.
5. To maintain operations for Admin panel, Maintain and update records on daily basis.
6. Looked after Training program for new joinee.





**3. CLARIS LIFESCIENCES LTD, AHMEDABAD:**

1. Assisted in co-ordination, maintenance and improvement of training courses related to Pharmaceutical Industry
2. Prepared Annual Training Plan and Annual Training Tracker, Calendar and managed its implementation
3. Contribute to build positive and supportive environment as a team member.
4. Developed and implemented effective induction program and material for staff as well as worker.
5. Organized, administered and set up training programmes-Class room trainings and on job trainings for staff and worker
6. Capability enhancement training for existing employee and periodic training like GXP trainings- Planned and execution
7. Maintained Up-to date and comprehensive training records. Have knowledge of handling and preparing master documents like SOP. Faced some of critical audits from various countries under senior’s supervision.
8. Knowledge of remaining in compliance with various guidelines like GMP.

**CERTIFICATION**

Successfully completed Digital Marketing Workshop from “Ahmadabad School of Digital Marketing” at Ahmadabad on 21st and 22nd July 2018.

**PERSONAL INFORMATION:**

* + - DATE OF BIRTH: 22/12/1989
		- NATIONALITY: INDIAN
		- LANGUAGES KNOWN: ENGLISH, HINDI, AND GUJARATI
		- MARITAL STATUS: MARRIED

**DECLARATION**

I hereby declare that the information provided by me in this application is correct and best to my knowledge.