**Shivani**

Email: shivani-393812@2freemail.com

**Career Objective:**

Self-motivated, dynamic management professional with diverse credentials which combine

solid, tactical leadership and human resources expertise with a strong business background,

an ability to work collaboratively, and a commitment to achieving corporate goals. Results driven

manager with the proven ability to motivate personnel to reach desired individual and

regional specific company objectives, and dedicated to maximizing profits, providing

impeccable customer services, and creating an atmosphere of exceptional employee morale..

**Work Experience**

**Designation :HR Recruiter / Business Consultant**

**Duration :March 2016 to July 2017**

**Job Responsibilities:**

* Full execution of the recruitment process (including job posting, phone interviewing, job interviewing, regular communication with candidates and managers) including the recruitment administration.
* Administers job interviewing schedules for all job vacancies (and keeps promises done to job applicants)
* Manages posting of job vacancies at the best performing recruitment channels (responsiveness, quality and costs)
* Develops pool of internal and external talents
* Cooperates closely with the Career Development specialist as internal talents are promoted
* Explores the new recruitment channels and gives recommendations to the Recruitment Manager
* Execution of the recruitment social media communication, ruled by approved Marketing and

HR Marketing principles

* Monitors the job market and prepares analyses and summaries of the main job market movements
* Preparation of the yearly recruitment plan and the budget
* Reports the progress on assigned job vacancies on the regular basis, communicates early

warnings and provide the regular feedback about the performance of the recruitment process.

* Handling the team of 6-7 members.

**Key Skills:**

* Communication Skills
* Screening Skills
* Interviewing Skills
* Basic Analytical Skills
* Attention to Details
* Administration Skills

**Designation :Quality Executive & NPD Executive**

**Duration :July 2017 – May 2019**

**Job Responsibilities:**

* Gathering the business leads from the different zone of the market.
* Involved in the business to get the leads for the improvement in business operations.
* Developing the new product as per market research, introduces that to market.
* Involved in R&D for the food products along with that involved in quality check of the food.
* Taking care of Vendors which were associated with the company.
* Responsible for RM and PM material check.
* Handling FG products in terms of quality check , sensory analysis.

**Educational Qualifications**

* Bachelor of Engineering in Computer Engineering from Gujarat Power Engineering & Research Institute , Gujarat , 2016.
* Higher Secondary School from Vardhman Vidhyalaya , Mehsana , Gujarat , 2012
* Secondary School from Vardhman Vidhayalaya , Mehasana , Gujarat , 2010

**Computer Skills:**

**Languages :**C, HTML, PHP, .Net

**Database :**SQL

**Operating System :**Windows

**Application Software :**MS Office, Excel , Power – Point

**Trainings:**

* Participated in HACCP training.
* Certified in FOSTAC course

**Academic Project:**

**Project title :**“Garage at one click” (IDP)

**Description:** The project is intended for getting services at 24\*7 basis.The system includes functionality like one click solution for emergency. Also it provides the functionality like vehicle purchasing, vehicle selling, online available of spare parts, bidding on vehicle. The system provides the safety, solution and support to the user and vendor both.

**Personal Details**

* Date of Birth :5th January 1995
* Languages known :English, Hindi ,Gujarati and Sindhi
* Hobbies :Reading Books, Travelling and Listening Music
* Visa Status :Husband’s visa

**(Shivani)**