

PAYAL CHOUDHARY

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OBJECTIVE:

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.

QUALIFICATIONS :

Course	College / University / Board	Grades / Percentage	Year of Completion
PGPM(MBA) (Human Resource & Information System)	United World School of Business Ahmedabad and Punjab Technical University	6.87 / 9.0	2012
B.COM	Kachchh University, Kachchh, Gujarat	54.0%	2010
H.S.C	ST.Xaviers High School, Bhuj,Gujarat (Gandhinagar Board)	72%	2007
S. S.C.	ST.Xaviers High School, Bhuj,Gujarat (Gandhinagar Board)	65%	2005

ACADEMIC ACHIEVEMENTS:

- Stood First in HR (PGPM) and was awarded a **Gold Medal** for the same.
- Secured the BEST STUDENT award for the global guts forum in Undergraduate level

WORK EXPERIENCE:

1. Worked as a **Senior Executive – HR** with **Redbricks School** from July 2018 to January 2022

In my previous role I was looking after end to end employee life cycle :

Talent Acquisition : Handling Recruitment which includes manpower planning, manpower budgeting, defining sourcing strategies and execution of hiring process till release of Offer Letter.

On-boarding : Designing of Induction and Orientation program for new employees. Handling joining formalities and documentation. Employee profile creation on ERP.

Employee Engagement : Planning and execution of various employee engagement activities as per employee engagement calendar.

Performance Management : Execution of Quarterly, Half Yearly and Annual Performance reviews. Coordination for internal and external training programs.

HR Operations : Managing day to day HR operations. Managing employee's personal files and update of employee's profile on ERP. Managing employee's requests as per policy. Providing monthly inputs for running payroll.

2. Worked as Sr. HR and Admin Executive with **SKY INC.**(September 2017 to December 2017)

Responsibilities

- Looking after the Recruitment of the company.
- Responsible for formation of a Team.
- Responsible for the Induction and Training of the new joiners
- Looking after the overall HR Activities of the firm
- Looking after the Admin part of the company

3. Handling Family Business (June 2015 to September 2017)

Looking after the Family business of **Event Management** (Weddings, Parties, Promotion)

4. Worked as a HR Consultant with **Futurz HR Solutions**, Ahmedabad (July 2014 to May 2015)

Responsibilities:

- Looking after the Recruitment Cycle of the Company
- Looking after different industries like Insurance, Dotcom , Time Share, Retail, Aviation etc etc
- Bulk Hiring for Different Industries
- Identifying the client requirements and sourcing accordingly
- Sourcing through different Portals according to the different Requirements
- Utilize the Internet for recruitment.
 - Post positions to appropriate Internet sources.
 - Improve the company website recruiting page to assist in recruiting.
 - Research new ways of using the Internet for recruitment.
 - Use social and professional networking sites to identify and source candidates.
- Taking Preliminary Round of Interviews
- Salary Negotiations wherever required
- Rolling out Offer Letters to the Candidates

5. Worked as a Freelancer Hr Recruiter with **SI Placements**, Ahmedabad (7 months) (Oct 2013 to April 2014)

Responsibilities

- Looking for the ITES/BPO Industry
- Sourcing Candidates according to requirements and closing the positions
- Salary Negotiations

6. Worked as Business Development Executive with **Fasttrack HR Services**, Ahmedabad. (9 Months) (August 2012 to April 2013)

Responsibilities

- Looking after the Mining Industry

- Getting Clients for the business through calling
- Understanding the Requirements of the clients regarding different positions.

INDUSTRIAL TRAINING

Asia Motorworks Pvt Ltd., Bhuj, Kachchh, Gujarat

Duration : Three Months

Project Title : “Competency Management”

Project Brief : Find out the Core Competencies of employees of different departments
Find out the Expected and Actual rating of the individual and also find out the Gap
The main theme of the project was TRAINING NEED ANALYSIS

EXTRA CURRICULAR ACTIVITIES:

- Secured many certificates during Under Graduation level
- Secured first position in group folk dance and also first position in Essay writing competition
- Secured third position at university level in march past competition
- Active member of Event Management Committee of Unitedworld School Of Business

PERSONAL VITAE:

Date of birth: August 26,1989

Marital Status: Married

Languages Known: English, Hindi, Bengali, Marathi, Gujarati

Last drawn CTC : 3.85 Lacs

Expected CTC : 5.00 Lacs

Current Location: Indore, Madhya Pradesh

Payal Choudhary