

Bhavika Shah

14-A, Shaktikrupa Soc. Nr. Goyagate Soc. R.V. Desai Road , Vadodara

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Career Profile

Qualified HR professional with addition degree of Post graduate Diploma in Industrial Relationship and personnel Management over 6 years of strategic experience in MIS, HR&Training, Admin Field. Presently working with C K Shah Vijapurwala Institute of Mangement.

Synopsis

- Expertise knowledge of MS Excel and MIS.
- Expertise with the knowledge of– Recruitment & Orientation, Competence Management, Employee Engagement, Performance Management, OD interventions, HR services & Admin profile.
- Rich experience in Payroll and Database Management.
- Effectively provided MIS reports to take better decisions.
- Internal Communication expert.
- Expertise Admin skill with mixture of Accounting Experience.
- Independent handling Admin roles and profile at MSU.

Experience Summary

(1) Organization: The M. S. University of Baroda, Vadodara.

Designation: Admin Assistant

Duration: January 2011 to January 2016.

Role & Responsibility:

- 1) Provide maximum data to Organization MIS.
- 2) Handling the whole the process administration, MIS and accounting.
- 3) Generating and Maintaining reports
- 4) Checking record for attendance and leave records for the salary process
- 5) Coordinating with Head of department and administration work regarding admission.
- 6) Independently handling Accounting Work.

(2) Organization: East West Educational Institute of Management.

Affiliated by Sikkim Manipal University

Designation: Faculty Trainer

Duration: April 2009 to January 2011

Role & Responsibility:

- 1) Working as a Faculty lecturer subject related to Human Resource.
- 2) Expertise subject matter trainer.
- 3) Good Communication and interpersonal skill.
- 4) Wide exposure in training and back working training analysis.

(3) Industrial Exposure:

I have done my HR training in **JCT Electronics Limited** during the PGDIRPM in Human Resource function.

- Widely exposure of HR functions, Talent Acquisition and Organization Culture.

Professional Qualification

Post Graduate Diploma in Industrial Relationship & Personnel Management.	The M S University of Baroda	2010
Master of Commerce (HRM)	The M S University of Baroda	2009
Bachelor of Commerce (HR)	The M S University of Baroda	2007

Computer Skills:

- Excellent MS Office – Word, Excel, Power Point and presentation skills.
- Tally

Personal Information

Date of birth : 08.07.1986
Marital Status : Married
Gender : Female

Date:

Bhavika Shah

Place: Vadodara