

SAUMIL ASHOKKUMAR SHAH

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saumilshah1@gmail.com

- Experienced HR professional with over five years.
- Proficient in recruitment and team management skills.
- Strong knowledge of HR policies and compliance.
- Skilled in employee relations and performance management.
- Aspiring to advance as a Human Resource Manager.

Skills

Management

Leadership, Project Management, Performance Evaluation, Training and Development, Conflict Management, Team Building, Stakeholder Management

Recruitment

Talent Acquisition, Strategic Recruitment, Employer Branding, HR Policy Development

Technical

Microsoft Office, HR Management Systems (KEKA, ZOHO, CEIPAL), Database Management

Soft Skills

Communication, Analytical Skills, Creativity/Innovation, Interpersonal Skills

Languages Known

English, Hindi, Gujarati, Marathi, Telugu, Tamil

Work Experience

HR & Recruitment Team Manager at NuERAA Associated with G R Services, Vadodara — Mar 2023 - Current

As HR & Recruitment Team Manager, I lead a high-performing HR team, develop effective recruitment strategies, ensure seamless onboarding, implement HR policies, manage performance evaluations, address employee relations, and coordinate training and development initiatives while analyzing HR metrics for strategic planning.

Business Partner – Talent Acquisition L3 at Rigel Networks Pvt. Ltd., Vadodara — Dec 2022 - Feb 2022

In my role as Business Partner for Talent Acquisition, I oversee the HR team, develop policies to foster a positive work environment, address complaints with innovative solutions, optimize departmental operations, supervise recruitment processes, organize employee events, and monitor HR metrics for informed policy-making.

Recruitment Lead at Bharti Soft Tech Pvt. Ltd., Vadodara — Mar 2022 - Sep 2022

As Recruitment Lead, I advanced from Technical Recruiter in under a week, achieved top hiring metrics, and secured a 100% joining ratio for offered candidates while utilizing advanced HRMS tools for efficient recruitment tracking.

Recruitment Specialist at Karmaa Solutions Pvt. Ltd., Vadodara — Nov 2018 - Jul 2020

As a Recruitment Specialist, I focused on identifying potential hires, collaborating with department managers, conducting effective screening interviews, ensuring fair hiring practices, and devising strategies to enhance employee retention.

General Manager at Africa Duty Free Investments Pvt. Ltd., Harare, Zimbabwe — Apr 2017 - Apr 2018

As General Manager, I enhanced management effectiveness through comprehensive recruitment and training processes, maintained smooth business operations across locations, and handled departmental coordination while establishing strategic plans.

Legal Operations Assistant at Austen Place, Nairobi-Kenya & Dubai — Jul 2016 - Mar 2017

As a Legal Operations Assistant, I managed legal documentation, ensured compliance with deadlines, and meticulously tracked court proceedings and legal records.

AR Assistant at InsynchCS Pvt. Ltd., Vadodara — Mar 2016 - Jul 2016

In my role as AR Assistant, I managed electronic claims queries with insurance companies and provided quality analysis for daily operational tasks.

Operations Head at Matrix Global, Vadodara — Jun 2013 - Feb 2016

As Operations Head, I trained staff on telephone etiquette, established performance targets, and effectively managed customer queries while performing quality control analysis.

Sr. Representative at ASP Solu-Tech Pvt. Ltd., Vadodara — Sep 2012 - May 2013

As Sr. Representative, I managed customer queries via email and phone while delivering quality analysis for customer interactions.

Line Leader at Dina Foods Plc, London, UK — Sep 2010 - May 2012

As Line Leader, I effectively led packaging and production teams within the confectionery department, ensuring quality and efficiency.

Sales Promoter (Team Leader) at Hindustan Unilever Ltd. — Feb 2009 - Nov 2009

As a Sales Promoter Team Leader, I managed reward points for wholesalers and effectively addressed customer inquiries.

Education

MBA in Operations Management from Jaipur National University — 2015 - 2017

Earned an MBA in Operations Management from Jaipur National University, achieving a 65% score.

B.Sc in Mathematics from University of Madras — 2005 - 2008

Completed a Bachelor of Science in Mathematics from the University of Madras, attaining a 62% score.

H.S.C from GHSEB

MBA

Recognitions

IELTS Achievement — 2010

Successfully scored 6.0 in the IELTS, demonstrating English language proficiency.

Volunteering Experience

Warden — 2019

Actively involved in Civil Defence training, enhancing community readiness to assist armed forces and emergency services.

Additional Qualifications

Civil Defence Warden — 2019

Serving as a Warden in the Civil Defence Vadodara Unit since 2019, which trains ordinary citizens to assist armed forces, medical services, or police under the Home Ministry of India.

Exam Achievements

IELTS Score — 2010

Achieved a score of 6.0 bands in the IELTS exam conducted by IDP Australia in 2010.

Hobbies

Personal Interests

Interests include travelling, listening to music, reading, and software testing.