

# RESUME

## Contact Information

### Correspondence Address:

Block No. 25  
Shyamal Vihar Society,  
Nana Muva Main Road,  
Rajkot.360001

### Permanent Address:

Vill/post- Boriya  
Taluka-Jamkandorana  
District- Rajkot  
Pin Code- 360 405

### Contact :

Mo : +91-8460601699

### E-mail:

[reens.savaliya@gmail.com](mailto:reens.savaliya@gmail.com)

[rinkal\\_savaliya2011@yahoo.com](mailto:rinkal_savaliya2011@yahoo.com)

### Personal Data:

- **Father's name:**  
Manharbhai B. Savaliya
- **Date of Birth:** Feb 5, 1991
- **Sex:** Female
- **Marital Status:**  
Unmarried
- **Religious:** Hindu
- **Category:** GEN
- **Nationality:** Indian
- **Languages Known:**  
*Gujarati, Hindi, English*

### Interest/hobbies:

Drawing

**Ms. Rinkal M. Savaliya**

## Objectives

Seeking position that will utilize my knowledge, skills and technical expertise as per your post, seeking my challenging career in the field of human resource management and serve the organization with the best of my efforts.

## Qualification

### 1) MBA (HR)

Aggregate 9.00 SPI in 4<sup>th</sup> Sem.

9.11 SPI in 3<sup>rd</sup> Sem.

7.71 SPI in 2<sup>nd</sup> Sem.

7.40 SPI in 1<sup>st</sup> Sem.

(Gujarat Technological University).

### 2) B.Com.

Aggregate 57.71 % with 2nd class in March, 2011.

Commerce College, Junagadh. (Gujarat)

### 3) Intermediate (12<sup>th</sup>)

Aggregate 54.29% in March, 2008 with 2<sup>nd</sup>

Division, from GSHSEB, (Gujarat)

### 4) High School (10<sup>th</sup>)

Aggregate 73.71% in March, 2006 with Distinction

Division GSHSEB, (Gujarat)

## **MBA Project Work**

### ➤ **Summer Internship Project (2<sup>nd</sup> Sem.)**

A project on **“EMPLOYEE SATISFACTION”** at The Max Precision Bearings Pvt. Ltd. Junagadh, Gujarat

### ➤ **Comprehensive Project Report (3<sup>rd</sup> Sem.)**

A Project Report On **“ANALYSIS OF WELFARE FACILITY IN THE JEWELLERY INDUSTRY”**

### ➤ **Global Country Study Report (3<sup>rd</sup> & 4<sup>th</sup> Sem.)**

A Project Report On **“MAJOR INDUSTRY OF SEYCHELLES”**

## **Computer Proficiency**

I am comfortable with the following applications

- Tally
- CCC (DOEACC)

## **Experience**

I have Six Month Experience as a Admin Executive At EPP Composites Pvt. Ltd. Metoda. Duration 19<sup>th</sup> Dec.2013 to 10<sup>th</sup> Jun 2014.

I am working as a HR Executive at Galaxy Stamping Pvt. Ltd. Metoda, Rajkot, since Nov.-2014 to Till Present.

## **Job Profile**

- All Manpower Record Preparing and keeping.
- Maintain all type of HR & ISO related documents.
- Primary Recruitment & Training Process.
- Coordinate with agencies for recruitment.
- Handling Leave, advance, loan and salary of all Employees.
- I-Card, Punch Card, Uniform Distribution & Record maintain.

- Payroll administration. Wages and Salary administration.
- Housekeeping, Security Work.
- Handling of HR, IR, Legal, Admin & Welfare activity work.
- Maintain all records as per Factory, PF, Contract Labor, Minimum wage, Bonus,
- Solve I.R. Issues related to Wages, Gradation, and Workers Dispute.
- Maintain All Types of Letters, Notices, and Circular.
- Joining & Exit formalities.
- Attendance, Overtime, Absenteeism.
- Stationary management.

## **Declaration**

I am confirm that the information that provided by me is true to the best of my knowledge and belief.

Place: Rajkot

Date:     /     /

.....  
(Ms. R. M. Savaliya)