

Tejashwini Das

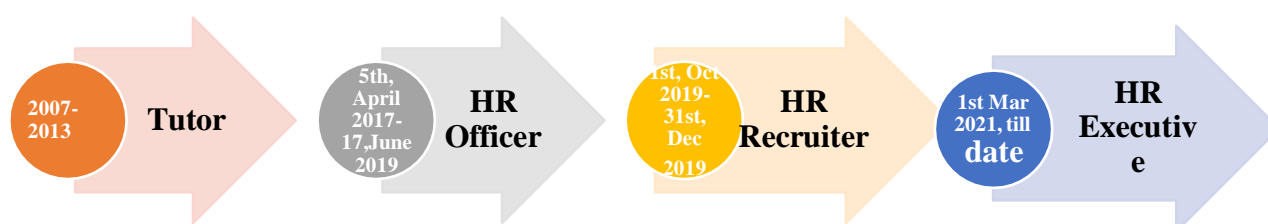
Cell: +919099681536

Email: ashwinidas777@gmail.com

CAREER OBJECTIVE:

Seeking a challenging pursuit in the organization that provides me ample opportunity to garner all learning and knowledge & excel while carving out the niche for personal, professional & organizational goals.

WORK EXPERIENCE:



Organization	: GiftAble
Department	: HR
Designation	: HR & Admin Executive
Duration	: 1 st Mar, 2021 to till date
Roles & Responsibilities	<div><div>: Being the first point of contact</div><ul style="list-style-type: none">• Organize and maintain personnel records• Handle employee queries• Revising and framing company policies• Preparing and amending HR documents• Communicating with external partners• Planning employee engagement activities• Planning volunteering activities• Assisting in Payroll• End-to-End recruitment• Oversee the coordination and implementation of quarterly performance reviews• Over look and handle all HR & Admin related implementation across all locations</div>

Organization : Dheya Career Mentors Pvt Ltd (India)
Department : HR
Designation : Recruiter
Duration : From 1st October 2019 to 31st December 2019
Roles & Responsibilities :

- End-to-End recruitment (IT & NON-IT)
- Identifying department wise requirements
- Job posting on multiple portals
- Resume screening
- Arranging and conducting interview rounds
- Salary negotiation
- Planning and successfully executing employee engagement activities

Organization : GRG Cotspin Ltd (Welspun Group)
Department : HCGA
Designation : As an Officer
Duration : From 5th April 2017 to 17th June 2019
Roles & Responsibilities :

- Successfully planning and implementing the entire recruitment cycle
- Handling employee grievances(300-900)
- Designing induction process for new joiners
- Timely scheduling training and development sessions and looking after its smooth operations
- Ensuring timely completion of training for production departments trainees (45 days)
- Maintaining training records for Audit purpose
- Analyzing training needs with the help of “Skill Matrix”
- Carrying out the Performance Management System for appraisal with the help of “Skill Mapping”

Additional Activities:

- Coordinating with and leading Canteen Committee
- Chair-person of Sexual Harassment Prevention Committee
- Arrange the employee engagement activities(3 in one activity monthly, cultural activities)

ACHIEVEMENTS:

- Awarded “Shining Star” for the month of April’19 at GRG Cotspin Ltd
- Successfully implemented “Employee Suggestion Scheme”

INDUSTRIAL VISITS:

1. Parle Company Pvt Ltd
2. Deendayal Port Trust
3. Amul Dairy

SUMMER INTERNSHIP:

Organization	:	Welspun India Ltd.
Title	:	A survey on worker’s engagement at Welspun India Ltd.
Duration	:	5th May 2016 to 16th June 2016
Roles & Responsibilities	:	<ul style="list-style-type: none">• Designing questionnaire for the survey• Conducting primary research with the help of one to one interaction with employees• Graphical representation of the data and its analysis• Jargon for unknown needs• Identifying suppressed employee needs for higher employee satisfaction• Bridging the gaps between employer-employee communication

TUTORING:

Designation	:	Tutor
Duration	:	7 years

COMPUTER SKILLS:

MS Office (MS Excel, MS Word, MS Power Point)

ACADEMIC QUALIFICATIONS

COURSE /DEGREE	COLLEGE / UNIVERSITY	YEAR OF PASSING	AGGREGATE
PGDM (Major-Marketing Minor-HR)	Tolani Institute of Management Studies, Kutch, Gujarat	2017	CGPA - 9.7
Bachelor of Commerce	Tolani Institute of Commerce, Kutch, Gujarat	2013	64.33%
10+2	Modern High School	2010	62%
10	Modern High School	2008	52%

PERSONAL PROFILE

Language Known : English, Hindi, Gujarati, Odia, Kannada, Marathi (partial)

Date of Birth : December 18, 1991

Gender : Female

Nationality : Indian

Marital Status : Married

DECLARATION:

I do hereby declare that the above stated information is correct and verified till date.

Date:

Place:

Tejashwini Das