

ELISH SOLANKI

HR Executive

8401561539 @ alish.solanky18@gmail.com

www.linkedin.com/in/elish-solanki-81b2b5169 Vadodara

SUMMARY

- HR Executive with 5 years of experience in managing comprehensive HR functions, including recruitment, employee relations, performance management, and compliance. Proven track record in developing and implementing HR strategies that enhance organizational effectiveness and foster a positive work environment. Skilled in using HR software, such as HRMS software, ZOHO People, ZOHO Payroll, to streamline operations and improve HR service delivery.

EXPERIENCE

HR Executive

12/2023 - Present

Continas Industries

Vadodara - Gujarat

Continas Industries is one of the leading manufacturers, Supplier & exporter of SMC and Pultruded GRP-FRP Products & Zincalume Water Tank which involves fabrication, assemble and installation.

- Managed the monthly salary process for 30 employees using Zoho People and Zoho Payroll, ensuring accurate and timely compensation.
- Coordinated with the designated contact to ensure timely and accurate reporting of attendance figures.
- Calculated wages, deductions, and overtime accurately.
- Ensured compliance with federal and state payroll regulations.
- Responded to employee inquiries regarding payroll matters.
- Prepared payroll reports for management review.
- Manage the end-to-end recruitment process, including job postings, candidate sourcing, and interviewing.
- Screen resumes, conduct initial interviews, and coordinate with hiring managers.
- Handle offer negotiations and onboarding of new hires.
- Handling all admin work
- Generate the Salary slip from the Zoho Payroll
- Handling ZOHO People to ZOHO Payroll Software

Admin/Accounts

11/2022 - 05/2023

AEROSTAR JET TRAINING ACADEMY PVT LTD,

Ahmadabad - Gujarat

Aviation Academy

- Maintaining Office System.
- Handles Salary sheet and Attendance sheet on every month.
- Maintaining all the data in Master File and Day wise reports.
- Coordinate with parents and Students for the Admission process and help them in Loan Process
- Monitors expenditures, processes payment requests for reimbursement, prepares purchase orders, purchase requisitions and ensures proper procedures for paying service providers and consultants.
- Handles administrative tasks for faculty searches and staff recruiting.
- Oversee and supervise the work of staff.
- Audits/Processes travel expense claims.
- Taking daily Basis follow ups to students for fees.
- Submit timely reports on every day basis.
- Performs other related duties as assigned.

SKILLS

Sourcing and Screening · Interviewing ·
On boarding · Appraisals · Event Planning ·
Record Keeping · Time Management ·
Payroll · ZOHO ·
Sourcing and Screening Candidates ·
Interviewing and Selection ·
Onboarding and Orientation
Administrative Skills

EDUCATION

Master in Human Resource Management

Sardar Patel University

06/2015 - 04/2017 Stanford, California

Bachelor's in Commerce

Gujarat University, Gujarat

06/2013 - 04/2015 Gujarat- Godhra

PERSONAL DETAILS

Date of Birth - 18-12-1993

Religion - Christian

Marital Status - Single

Gender - Female

EXPERIENCE

HR Assistant

09/2021 - 09/2022

UNIVERSAL HOSPICARE CONSULTANTS (Satyam Hospital)

Vadodara Gujarat

UHC Center

- Assisting with day to day operations of the HR functions and duties.
- Process documentation and prepare reports relating to personnel activities (Staffing, recruitment, training, performance evaluations etc)
- Deal with employee requests regarding human resources issues, rules, and regulation.
- Arranging medical camps.
- Assist in payroll preparation by providing relevant data (absence, bonus, leaves, etc)
- Make salary and NEFT.
- Assisted clients with resume and interview preparation.
- To make all bills and maintained all the bills file.

HR Assistant

01/2021 - 05/2021

SHAILY ENGINEERING PLASTIC LTD

Halol- Gujarat

Company Description

- Maintain Attendance sheet
- Do Attendance correction in the system and Give Enrollment to the Employee and workers.
- To see all the security data and check all the details and register
- Recruitment & selection handling.
- Making sure that all employee records are accurate and well maintained.
- Compiling the following data about employee's payroll – such as hours worked, and also maintains all the worker attendance.
- Setting up and maintaining employee's personnel files.
- Authorizing and issuing pay-slips.
- Assisting with the recruitment and selection process.
- Checking all records to ensure they conform to the requirements of the data protection
- Reading all correspondence including inquiry letters, job applications and C Vs that are sent in.
- Taking worker interviews.
- Maintain Daily Manpower Report. Ensured confidentiality of all personnel, office, and employment records. Provided administrative support with meetings, and training events. Responsible for recording all employee information such as personal data, attendance, benefits, and, holidays

Sr. Coordinator Hospital Administration

05/2017 - 01/2020

Sir Sayajirao General Hospital

Vadodara - Gujarat

Civil Hospital

- Working closely with various HOD'S for significant document generation and collation.
- Overseeing complete technical & administrative (medical & non-clinical) management of the Hospital.
- Coordinating regular audit checks.
- Administering service operations & maintenance of building, utilities and equipment
- Acting as an interface between doctors & other hospital staffs to render reliable health care solutions to patients.
- Implementing policies that improve as well as protect health, safety, security, quality of work life & environment to ensure proper organizational effectiveness.
- Developing the efficiency of discharge/admission processes.
- Inculcating awareness in the staffs by getting them properly trained.
- Reviewing all departmental manuals to assure that they are in line with the guidelines.