

CURRICULUM VITAE

SALONI RAMAWAT

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CAREER OBJECTIVE

Human Resource Management Professional seeks an opportunity where experience in staffing, employee relations, project management, and superior communication skills will enhance overall strategic plan and direction of an organization.

CURRENT EXPERIENCE

- **Company** : **RIPRO CON LLP**
(Ramawat Infraprojects Pvt. Ltd.)
- **Designation** : **H.R. Manager**
- **Duration** : **15th May 2021 to Till date**
- **Place** : **Ahmedabad, Gujarat**

Roles & Responsibilities:

- Recruitments through various techniques such as Job portals, Consultants, Social Media.
- Induction and On-boarding process.
- End to end recruitment process.
- Overseeing exit interviews and formalities.
- Handling areas such as personnel management, social welfare and the maintenance of HR records.
- Responsible for Payrolls, Gratuity, Statutory Compliances, Attendance and leave records.
- Handling petty cash for office expenses.
- Entry of new joiners to PF & ESIC.
- Schedule in-house and external events.

- **Company** : **Unicorn Packaging LLP**
- **Designation** : **H.R. Executive**
- **Duration** : **4th April 2019 to 14th May 2021**
- **Place** : **Ahmedabad, Gujarat**

Roles & Responsibilities:

- Recruitments through various techniques such as Job portals, Consultants, Social Media, Campus Interview.
- Induction and On-boarding process.
- End to end recruitment process.
- Apprentice registration and joining formalities.
- Exit Formalities.
- Handling areas such as personnel management, social welfare and the maintenance of HR records.
- Cross-checking of Leave records.
- Cross-checking of Payrolls, Statutory compliances.
- Book meeting rooms as required.

PREVIOUS EXPERIENCE

- **Company** : **NATURAL HEALTH AND HERBAL**
- **Designation** : **H.R. Officer**
- **Duration** : **1st October 2018 to 30th March 2019**
- **Place** : **Ahmedabad, Gujarat**

Roles & Responsibilities:

- Recruitments through various techniques such as Job portals and Consultants.
- End to end recruitment process.
- Induction and On-boarding process
- Exit Formalities.
- Maintenance of HR records and employee data.
- Maintenance of Leave records.
- Maintenance of Payrolls, Statutory compliances.

- **Company** : **Ramawat Infraprojects Pvt. Ltd.**
- **Designation** : **H.R. Manager**
- **Duration** : **1st April 2016 to 22nd Sept. 2018**
- **Place** : **Jaipur, Rajasthan**

Roles & Responsibilities:

- Responsible for Payrolls, Gratuity, Statutory Compliances, Attendance and leave records.
- Overseeing recruitment efforts for all personnel and placing job ads on Naukri.com etc.

- End to end recruitment process.
- Conducting new employee orientations and On-boarding process and employee relations counselling.
- Overseeing exit interviews and formalities.
- Handling petty cash for office expenses.
- Responsible for ensuring overall administration, coordination and evaluation of the HR department.
- Responsible for office supplies stock and placing orders.
- Taking care of stationary printing and staff ID-cards printing.
- Entry of new joiners to PF & ESIC.
- Coordinate for Group Insurance.
- Schedule in-house and external events.

- **Company** : **HINDUSTAN INTERNATIONAL ACADEMY**
- **Designation** : **Pre Primary Coordinator**
- **Duration** : **1st July 2014 to 15th December 2015**
- **Place** : **Jaipur, Rajasthan**

Roles & Responsibilities:

- Responsible for all academic activities and developing creative learning.
- Responsible for taking admissions and providing all facilities to wards.
- Running Pre Primary Section smoothly with obeying all rules and regulations.
- Arrange activities and cultural events in school.
- Monitor teachers and other staff of school.
- Coordinate with teachers.
- Maintaining attendance registers and leave records.

EDUCATIONAL QUALIFICATION

- Secondary passed from R.B.S.E. Ajmer Board in 2000.
- Senior Secondary passed from R.B.S.E. Ajmer Board in 2002.
- Graduation (B.Com) from Shobhit University of Meerut, India in 2014.
- MBA in Human Resource from Chhatrapati Shahu Ji Maharaj University, Kanpur in 2017.
- Integrated Diploma in Interior Designing in 2005.

- N.T.T. from Tree House in 2014.
- R.S.C.I.T. from Mahaveer Open University in June 2015.
- Tally in 2015.

KEY SKILLS

• Microsoft Word, Excel	• Employee Relations	• Team work
• Positive Attitude	• Management Skills	• Staff Records Maintaining
• Payroll Sheets	• ERP HR Software	• Data Handling
• Matrix punching system	• Job Recruitments	• Operating Job Portals

PERSONAL PROFILE

- Father Name : C.L.Ramawat
- D.O.B. : 13/09/1984
- Sex : Female
- Permanent Add. : A-38, Padam Vihar, Opp. Rajat Path, N.S.Road, Mansarover, Jaipur, Rajasthan-302019
- Local Add. : Flat no. 401, Block- B, Satkar Apartment, Vastrapur, Near Judges Bungalow Cross Road, Ahmedabad, Gujarat- 380054
- Languages Known: English, Hindi and learning Gujarati

DECLARATION

I hereby declared that the information given above by me is true to the best of my knowledge.

Date:

Place:

(SALONI RAMAWAT)