***RESUME***

Name*:* Chudasma Rajdeepsinh V Email:chudasmarajdeepsinh@yahoo.com

Mob: 9924112113 chudasmarajdeepsinh53@gmail.com

**CAREER OBJECTIVE:**

To work in a high growing and stimulating working environment that utilizes my skills and abilities in that aids of betterment of organization and offers sample learning opportunities and bring creative and best in me

**QUALIFICATION SUMMARY:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Course** | **College/Institutes** | **Board/University** | **Percentage** |
| M.B.A | Hashmukh Goswami College Of Engineering | Gujarat Technological University | 7.19 C.P.I |
| B.COM | R.H Patel Arts &Commerce college | Gujarat University | 52.39 % |
| H.S.C | Rachna High School | Gujarat Higher Secondary Education Board | 65.00 % |
| S.S.C | D.P High School | [Gujarat Secondary Education B](http://www.gseb.org/)oard | 66.15% |

**Academic Project:**

> SIP Project “SSN LOGISTICS PVT.LTD”(DELHIVERY.COM) Project by E-COMMERCE (3 MONTH)

**Previously Worked:**

**A) Apollo Pharmacy Ltd – April 2017 to Continue**

Designation – Executive - HR

* Recruitment Hospital Pharmacy & Retail Pharmacy (Gujarat )
* Manage the use of recruiters
* Screening resumes (Naukari.com , Indeed.com, Pharmatutors, LinkedIn)
* Sourcing and attracting candidates by using databases, social media etc
* Conduct pre-screening interviews.
* Develop and execute recruiting plans seating with HOD.
* Lead the creation of a recruiting and interviewing plan for each open position.
* Post openings in online venues, newspaper classifieds, with professional organizations, and in other position appropriate venues.
* Utilize the internet for recruitment.
* Conducting Interview in Various Locations in Gujarat & Rajasthan.
* Conducting exit interviews on terminating / Resigned employees
* Promote company’s reputation as “best place to work”
* Coordinate and implement college recruiting initiatives.
* Attend career fairs for recruiting and company recognition.
* Develop working relationships within Pharmacy colleges & Government Employment officer to aid in recruiting.
* Give presentations at colleges, attend student group meetings, and increase college awareness of the company before and after career fairs.
* PT Monthly Payment
* Payroll Process
* Handling Adrenalin Software
* Local Govt. Officer for Statutory works
* Generate ESIC Payment Challan
* Branch Visits
* PF Withdrawal Online Process
* All HR additional Reports ( Related to Corporate HR & Other Department )
* Attrition & Acquisitions Analysis & Reports
* Employee Engagement Activities
* Training for Adrenalin as & when require to Staff
* Training for New joining Employee For HR Session

**B) Get Ahead HR Solution – Nov 2014 to Continue**

Designation – Gujarat HR Co-Ordinator

**Job Description**

* Handling E commerce Client (Gojavas, Delivery, First cry (Expresses), Big basket etc.)
* Currently in Gujarat Location 350 + Candidate in Our Payroll.
* Monthly Average 25 to 30 New Candidate joins in our location.
* Complete joining formalities & issue offer letter,id card,esic & open new salary account
* Maintain staff data in Gujarat location
* Prepare Daily,weekly & monthly basis joining report
* Preparing Gujarat Recruiter Monthly Working Reports & Maintain Attendance
* Release Weekly Basis Fuel & Other Incentives
* Resolve Staff & Client issue regular basis with in time limit.
* After resigning employee complete his f&f and pf process.
* Healthy relation maintain with Client / Staff.
* Better service provide to clients.

**PERSONAL INFORMATION:**

**Name :** Rajdeepsinh Vanrajsinh Chudasma

**Address :** 36/424 Anand Nagar Appt, Near Akhbar Nagar Circle , New Vadaj, Ahmedabad-3800013

**Date of Birth :** November, 06, 1991

**Gender :** Male

**Marital Status :** Married

**Nationality :** Indian

**Language Known:** English,Hindi,Gujarati

 **Date**

 **Place:** Ahmedabad