




# VISHAKHA RAVAL


*HR Professional*


## About me

I have over 2 years of well-rounded experience across all facets of the HR field. With expertise in onboarding, performance management, maintaining employee records, and overseeing the entire employee life cycle, I am actively engaged in client interactions to help shape HR policies and craft employee handbooks.

 Adani Shantigram, Ahmedabad

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 7984407611

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## Language

Gujarati

Hindi

English

## Skills

Good Communication Skill

HR management

Leadership

Recruitment & Selection

Making New systems

Command Of Technologies

Team Work

## Work experience

**RI-BOND CHEM LLP**

January 2024 to till now

**HR Officer**

As an HR Officer at RI Bond Company, I manage recruitment, salary processing, and the entire employee lifecycle. My responsibilities include assisting in manpower planning, crafting job descriptions, overseeing attendance, leave, and payroll administration, and preparing offer and appointment letters. I focus on streamlining processes to enhance efficiency and improve employee satisfaction. I am dedicated to fostering a positive work environment and contributing to the company's growth and success.

**Dhruv Corporate HR Solutions Pvt. Ltd.**

**Junior HR Business Partner**

June 2022 to January 2024

I have assisted in manpower planning and prepared job descriptions. I managed the entire recruitment process through web portals such as Indeed, Apna, and Naukri for internal recruitment. I look after the entire employee life cycle, including onboarding and induction of all employees. I planned and executed employee training programs and implemented HR policies in the organization.

I am responsible for attendance, leave, and payroll administration of employees, and I manage total rewards and recognition programs. Additionally, I handle MIS and employees' personal folders, manage the employee exit and F&F process, and prepare offer letters, appointment letters, and HR policies. My role also involves client management and other HR-related tasks.

**Simran Management Services Pvt. Ltd ( Hdfc Bank )**

**Fraud Prevention Services**

July 2021 to June 2022

## Education

**Swarnim University**

Ph.D Pursuing (HR) - 2024

**Gujarat Technological University**

MBA / Master of Business Administration (HR) - 2020

**Gujarat University**

BBA/ Bachelor of Business Administration (HR) - 2018