

Sheena Shah

Human Resource

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Objective

If I get a chance in your esteemed organization I will utilize my knowledge of the computer science subject and my strong marketing skills to the best possible extent to grow professionally with your organization.

Work Experience

HR Executive

Aipxperts Technolabs Pvt. Ltd. [Feb 2022 to Feb 2023 - 1 year] Rejoin again [May 2023 to June 2023]

- Handling the end to end recruitment cycle.
- Conducting Drives, Walk-ins, Campus and Personal Interviews.
- Help to organize and manage new employees - Orientation (induction), onboarding, and training programs (including Confirmation letter, Offer letter, Experience letter, NDA agreement).
- Handling documentation post selection
- Handling Exit procedures
- Execute various welfare activities like Team Engagement Activities, Annual programs, Award Function, Other Celebrations etc.
- Organize, compile, update company personal records and documentation (like employment contracts and new hire guidelines, terminations, sick leaves, warnings, vacation, and days off)
- Creation & Documentation of Company policies
- Insurance management for the employees (emails to bank, employee in, employee out)
- Responsible for employee performance feedback.
- Attendance and Leave Management
- Help in payroll management (including Overtime), preparation, and payment.
- Cash expense management (invoices, petty Cash)
- Responsible for Vendor Coordination.

Talent Acquisition Executive

Fasttrack HR Services Pvt. Ltd. [Aug 2021 to Oct 2021 - 2 Months]

- Researching organizations and individuals online to identify new potential markets.
- Perform sourcing to fill open positions and anticipate future needs.
- Contacting potential candidates to establish rapport and set up meetings.
- Maintaining communication with the candidates with regular follow ups.
- Interact with different MNCs like Ultratech Cement, Aditya Birla Group, Lanxess

Relevant Skills

Team Management	Communication	Team Building	Social Media Management
Leadership	Decision Making	Creativity	
Microsoft Word	PowerPoint	Advance Excel	

Education History

Diploma in Computer Engineering

College: Alpha college of Engineering and Technology

Year of Graduation: 2020 || C.G.P.A. - 9.36

SSC Gujarat Board

Institution: Little Flower School

Year of Graduation: 2015 || Percentile Rank - 78.52

Additional Certification Courses

- Course on Python Programming - Innoventa Technology for software Ahmedabad
- Course of Graphic Designing and Visuals - Arena Animation, Ahmedabad
- Course of Web Designing with HTML and CSS - Shaw Academy (Online)
- Advanced certification for Public Speaking, Communication and Interpersonal skills - Dipti Shah's Institute of Public Speaking and Self-Development

Achievements and Work Projects

1. Achievement - Rewarded for the contribution in regards to the success of social media platform for the month of July 2022.
2. Aideoz Moi (Final Year Project)
 - Industry: Artificial Intelligence and Machine Learning
 - Details: Made an Alexa based virtual receptionist. This project taught me many management skills that I needed. It also made me aware about my passion in marketing and management.
 - Software : Anaconda3 (distribution) in python, MySQL (database), front-end using HTML, CSS and JavaScript

Extra-Curricular Activities

- Organized many dance events during my school and college life.
- Participated in the competitive multidisciplinary sport of inline skating.
- Participated in college level dance competitions.