

ACADEMIC ACHIEVEMENTS			
MBA (HRM)	2023-2025	Institute of Management, Nirma University	
Bachelor of Engineering	2014-2018	A D Patel Institute of Technology, GTU	77.00 %
XII GSHSEB	2012-2014	Shashwat School of Science, Savarkundla	73.23 %
X GSHSEB	2011-2012	S V Doshi Girls High School, Savarkundla	83.20 %
FIELDWORKS & LIVE PROJECTS			
RKC Infrabuilt PVT LTD			Aug 2023 – Sep 2023
HR Intern	<ul style="list-style-type: none"> Collaborate with various HR functions to capture their processes and workflows. Gather all necessary information related to the process. Discuss observations and suggest corrections Develop a format for SOP. Ensure that the SOP is written in a clear and concise manner. Include Flowcharts Get SOPs reviewed and implement feedback from stakeholders and the department head 		
WORK EXPERIENCE			
Sr. Executive HR and BD		CBCC Global Research	Dec 2018 – Jun 2022
Sr. Executive Human Resources and Business Development	<ul style="list-style-type: none"> Plan and manage recruitment and selection of staff. Plan and conduct new employee orientation. Identify and manage training and development needs for employees. Develop, implement and administer human resources policies and procedures. Management of HR operations through HRMS. Develop and implement employee engagement. Organize team-building activities and events. Recognize and reward employees. Discipline and attendance. Plan and manage holiday Calendar and leave policies. Conduct HR sessions with employees to discuss and address any issues. Identify and implement business process improvements Review clinical study protocol, RFPs/RFIs, prepare and optimize budgets and RFP/RFI responses based on information received from internal and external clients. Participate in strategy calls and determine efficient bidding and set-up strategy for a study. Advise on services depending on the study requirements. Act as a coordinator for communication between different departments involved in the study. Analyze the progress of project globally and region wise; and ensure that scope of work is defined correctly in the budget. Work with project teams to determine the most efficient way to carry out the project process and capture in the budget Employee of the Quarter award from CBCC Global Research for the quarter of January to March 2022 Spot Recognition award from CBCC Global Research for extraordinary employee services in 2021 		
ACADEMIC PROJECTS			
Publication	<ul style="list-style-type: none"> Monitoring and Control of Solar Based Irrigation System Using IOT and Labview. International journal for Research in Engineering Application & Management(IJREAM) May 1, 2018 https://www.iiream.org/IJREAM_V04I02.html 		
POSITION OF RESPONSIBILITY			
Alumni Relations Team (Kaizen), IMNU	<ul style="list-style-type: none"> Member of Kaizen Committee, Student Co-ordinator, Corporate Relations Cell, IMNU (2023-25) Responsible for organizing corporate lecture series, maintaining alumni relations, and conducting internal process improvement 		
EXTRA-CURRICULAR ACHIEVEMENTS			
Event Management	<ul style="list-style-type: none"> State-level technical festival planning and management of institute Mar 2018. Event planning and management named Vision Photons in state-level technical fest Mar 2017 State-level seminar participation of Energy Conservation Awareness Program 2016 		