

Hely Khandhediya

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Profile

A dynamic professional with 2.5 Years Experience who is well-versed in designing and administering recruiting, on-boarding, and compensation plans. I am looking to continue developing as a well-rounded HR Manager.

Work experience

➤ Tridhya Tech Pvt Ltd, Ahmedabad

HR- Executive | *Sept 2021 – present*

TALENT ACQUISITION

- Handling Talent Acquisition.
- Single point of contact for employees for pertaining to Staff Recruitment, HRIS, HR Policies & Procedures, partnered with all facets of the organization to achieve a precise & Consistent Policy and Procedure Protocol.
- Inline and conduct preliminary Interview (Face-to- face/ Telephonic). Negotiating with the candidates, identifying candidates on the basis of technical requirements, scrutinizing resumes, scheduling interviews & verifying candidate's credentials and expectations.
- Ensuring all requirements are done in alignment of the manpower budget and with proper approvals.
- Experience in working under TAT, in a target driven & high-pressure environment.
- Support all the allocated departments by recruiting right talents with exact requirements.
- Maintaining MIS and Comprehensive data-bank of Interviewed & Suitable candidates
- Led and coordinated recruitment initiatives across the organization
- Coordinating with various hiring consultancies, conveying updated requirements, screening and processing interviews and providing feedbacks for the candidates.

PERFORMANCE MANAGEMENT SYSTEMS (PMS)

- Coordinating of Online Employee Performance Development Review Portal (180 Degree Appraisal System).
- Timely Submission of All employees Status Quo & Updated Technical /Functional / Behavioral KPIs to the Main Database Assessment
- Mapping of Appraiser Reviewer

- Maintain and update employee data in PMS regarding their Appraisal, Probationary completion, Bond completion, etc.

TRAINING & DEVELOPMENT

- Designing training calendar & programs, conducting programs in association with Project Manager & Team Leads and evaluating training feedback
- Manage the entire cycle of Training and Development Training Needs Identification & Analysis, and Measuring Training Effectiveness.
- Assist in preparation annual budget for training activities, Training Needs Identification and Analysis, Training Calendar roll out and tracking.
- Conducted performance appraisals and provided feedback to employees
- Implemented HR policies and procedures across the organization
- Led training and development initiatives for employees
- Managed employee relations

CORE HR FUNCTIONS

- Developing, implementing and updating Induction Programs.
- Developing and implementing Employee Engagement Activities
- Checking onboarding formalities.
- Planning and implementing Employee Retention Strategies
- Coping up with exit formalities
- Maintaining Monthly Attendance and Leave Reports.
- Preparing, maintaining and updating Offer Letters, Appointment Letters, Bonds, Experience Letters, etc.



Rashtriya Raksha University, Ahmedabad

Training and Placement Manager | Feb 2021 to Aug 2021

- To look after the training and placement activities of students
- To have close liaison with industry for the placement of students.
- To work in consultation with coordinator Industry –Institute interaction for organizing lectures from the professionals and industry.
- To collect feedback from the Companies coming for Placements.
- Analyzing and Assessing Training Programs for Soft and Technical Skills for the students via external expertise.
- To Organize the Entrepreneurship Workshops.
- Guide students in their preparation to obtain Internship and Employment.
- Plan, coordinate and execute various Job fairs at the university.
- Develop and implement marketing & Strategic plans for Job Placement and work-based learning



AP Group ▪ Ahmedabad ▪ India

HR Executive | *Jan 2020 to Jan 2021*

- Analyzing and assessing Human Resource requirements
- Coping up with thorough recruitment process
- Maintaining data records of screened and Interviewed candidates
- Framing and Implementing HR Policy
- Maintaining Monthly Attendance sheet, Leave Reports and processing their Salary.
- Onboarding and Exit formalities.
- Employee Engagement Activities with work from home and work from office employees.

Education

CHARUSAT University, Anand, Gujarat

MBA in Human Resources

April 2018 – March 2020

Narayan Guru Commerce College, Ahmedabad, Gujarat

B.Com

April 2014 – March 2017

Kendriya Vidyalaya No.1 School, Ahmedabad, Gujarat

H.S.C (Commerce)

April 2013 – March 2014

Kendriya Vidyalaya No.1 School, Ahmedabad, Gujarat

S.S.C | CBSE Board

April 2011 – March 2012

Languages

Languages

English ■■■■■

Hindi ■■■■■

Gujarati ■■■■■

Key Responsibilities Handled

Recruitment & Retention	■■■■■■■■■■
Employee Engagement	■■■■■■■□□□
Campus / Volume Hiring	■■■■■■■■■■
Planning management	■■■■■■■■■□□
Attention to details	■■■■■■■□□□
Meeting deadlines	■■■■■■■■■□□
Core HR Functions	■■■■■■■■■□□
Training & Development	■■■■■■■■■□□

Hobbies

Painting ▪ Exercise & Sports ▪ Music ▪ Travelling & Exploring New Places

Achievements

- Successfully Head-Hunted IT & Non-IT profiles and Hired 30+ Candidates.
- Significantly brought down the vacancy ratio by 60% by proactively hiring for future vacancies.
- Designed and implemented MIS (Resume Tracker, Vacancy Tracker, Interview Tracker, LOI Tracker).
- Actively handled Performance Appraisal of 450+ Employees.
- Organized various Campus Placement Drives and hired 70+ Freshers.