

VISHVA SUTARIYA

HR Executive

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📍 Nava Vadaj, Ahmedabad

SUMMARY

Vigorous Human Resources Professional with 3+ years of experience and proven skills in Recruitment, Admin Activities and Employee Engagement activities. Seeking job with one of the best IT Companies in town. Performed every possible task in HR. Worked on most of the every IT positions.

EXPERIENCE

04/2021 - NOW

Ahmedabad

HR Executive

Injala Inc.

Role & Responsibilities :

- Assist in the planning, strategising and making the new policies.
- Develop, implement, and review operational policies and procedures.
- Ensure all legal and regulatory documents are filed and monitor compliance with laws and regulations.
- Key player in the team that managed over 100 employees.
- Conducting Internal and External training sessions for the employees. (Roster Management)
- Conducting induction to Exit Interviews.
- Organise and execute Employee Engagement Activities.
- Resolving employee queries.

07/2020 - 04/2021

Ahmedabad

Sr. HR Executive

Lintel Technologies Pvt Ltd.

Roles & Responsibilities :

- Sourcing of suitable profiles as per the job requirement through conventional as well innovative mediums.
- Responsible for Employees Engagement activities like planning the yearly trip, conducting weekly fun Activities, celebrating all the festivals and Events.
- Taking care of employee database and maintain HR records including various MIS as & when asked by the Management.
- Coordinated learning & development activities for the team and ensure effectiveness of the imparted trainings.
- Responsible for effective onboarding & orientation of new joiners.
- Payroll processing.
- **Reason To change : Salary Issues, No Fixed date for salary**

01/2019 - 07/2020

Ahmedabad

HR Executive

Kyte Tech Consulting LLP.

Roles & Responsibilities :

- Responsible for Employees Engagement activities like planning the yearly trip, conducting weekly fun Activities, celebrating all the festivals and events.
- Communicating and explaining the organization's HR policies to the employees.
- End to End recruitment.
- Maintaining and regularly updating master database (personal file, personal database, etc.)
- **Reason to change : Company got shutdown in Covid**

ACHIEVEMENTS



Surpassed company goals for handling problematic HR issues, resulting in being awarded the "Employee of the Quarter award"

EDUCATION

2017 - 2019

MBA - HR

L.J. Institute of management Studies

EDUCATION

2014 - 2017

- Bachelor of Commerce
[Gujarat University](#)

SKILLS

G Suite Microsoft 365 Asana Roster Management

Payroll Employee Engagement Employee Life Cycle Communication Coordination

LANGUAGES

English

Proficient

Hindi

Proficient

Gujarati

Native

TRAINING / COURSES

[Certification Course of Human Resources : Managing Employee Problems](#)

[Certification Course of Strategic Human Resources](#)

[Certification Course of Employee Engagement](#)