



Apurva Shaktawat

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ABOUT ME

HR Manager with 10 Years' experience in leading and navigating teams and organizational leaders during times of growth to harmonize HR programs, platforms, and systems and partner to build competitive business strategies. Result-driven Human Resources professional with experience of working with Fortune 500 companies, mid-size and startups, specializing in software consulting, R&D and Engineering COE, and Software Services global centers. completely focused on anchoring the Talent Acquisition function & HR Operations

SKILLS & PROFICIENCIES

- Communication Skills
- Project Management Skills
- Organization Skills
- Decision-making Skills
- Empathetic Skills
- Human Resources Information System
- Endurance

EDUCATIONAL BACKGROUND

- Masters in Business Administration (M.B.A)
2010-2008
- Bachelor in Commerce (B Com)
2008-2005
- Higher Secondary Certificate Exam: CBSE
2005-2003
- Senior Secondary Certificate Exam: CBSE
2003

WORK HISTORY

OpenXcell Technolabs (P). Ltd.

Human Resources - Manager

July 2019 – Till Date

- Collection, preparation, and updation of all organizational structures.
 - Sourcing of candidates for vacancies from – a. Recruitment Consultants b. Social Media c. LinkedIn
 - Coordination of recruitment cycle of team members.
 - Preparation of approval documents, the release of offer letters, and ensuring that the candidate understands the employment terms and conditions in totality.
 - Collect all the requisite documents for employment and record the same in a defined manner.
 - Conducting induction and orientation of new Joined in the team.
 - Building a sound understanding of employment laws, compensation structures, and personal tax aspects in various countries business operations
 - Preparation of payroll of international team members.
- Company: Biotech Health Care Group Department
- Coordination with Payroll agencies in various countries for the employees whose payrolls are processed in the respective countries.
 - Coordination of the complete payroll and payment cycle for all international team members and consultants.
 - Contributing to employee grievance handling , full and final settlements of international team members.
 - Hiring on different skillsets – Software Engineering (Front-End, Back-End, UI, UX Researchers), Quality Engineering (Automation Systems Engineering (DevOps), Data Analytics

Synotive Technologies

Human Resources - Senior Executive

August 2014 - June 2019

StruEngineers

Human Resources

October 2013 - May 2014

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Dear Mr. Loeb:

January 2023

A cover letter is a three- or four-paragraph document to an employer explaining your interest in a specific job. It's a one-page letter that is usually attached to your resume. This letter should also highlight your fitness for the advertised role.

Writing a cover letter as a mid-career professional is a bit different. But first, start with how you found out about the career opening and why you're interested in the job position. Be specific: use the correct names and titles.

As you write this letter, use clear and readable words. You want to come across as professional and approachable, but not overly formal.

Next, provide examples of why you're the right person for the job.

- Don't hesitate to use bullet points and include numbers that showcase your achievements.
- Rather than simply describe what you've done in previous jobs, show the recruiter or hiring manager what you can bring to the role.
- Express your passion and excitement to be part of the company and the team.

Finally, provide your contact information and how you prefer to be reached. Offer to meet with the reader at their earliest convenience. Thank them for their time and attention, and let them know that you look forward to hearing from them soon.

Before you send your cover letter, read your draft out loud to quickly spot errors and wordy sentences. You can also ask a friend to review your cover letter. Good luck on your job search.

Respectfully yours,



Apurva Shaktawat

Aaron Loeb

Head of Human Resources

Gold Lion Business Services, Inc.

123 Miller Street, Westwood,

South Carolina 12345