

# Gargi Shah

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Dynamic and results-driven Senior Human Resource & Administrative Executive with 9 years and 7 months of experience leading and transforming HR & Admin functions to drive organizational success. Demonstrated expertise in developing and executing strategic HR initiatives aligned with business objectives. Skilled in talent acquisition, talent management, and fostering a culture of employee engagement and development. Experienced in leading change management efforts and guiding teams through transitions to achieve operational excellence. Strong leadership, team building, interpersonal skills and relationship management skills with a focus on talent development and succession planning. Recognized for achieving HR process improvements and enhancing efficiency across all HR functions. Maintaining a positive work environment to maximize productivity and employee satisfaction. Experienced Administrative Officer with a proven track record of effectively managing office operations and administrative tasks. Skilled in coordinating appointments, handling travel arrangements, and maintaining records with precision and attention to detail. Proficient in providing administrative support to senior executives and facilitating smooth communication between departments.

## EDUCATION

Master of Business Administration in  
2013 Marketing at C.S.J.M University

July 2011 — August

Bachelor in Computer Application at MIT College

June 2008 — June 2011

## EXPERIENCE

### **Zystamatic Pvt. Ltd. | SR. HR Executive | July 2022 - June 2023 | Ahmedabad**

- Proven expertise in managing the full recruitment life cycle, sourcing, screening, and interviewing potential candidates to and hire quality talent.
- Experienced in advertising vacancies through various channels, including job portals, social media, and headhunting platforms.
- Proficient in onboarding processes, ensuring a smooth transition for new hires into the organization.
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- Skilled in collaborating with team leads to identify hiring needs and building a strong talent pipeline.
- Demonstrated ability to handle sensitive and confidential matters professionally and discreetly.
- Efficient in data management, analysis, and reporting, providing HR-related reports to senior management.
- Strategic approach in implementing effective HR policies and best practices to enhance employee relations and satisfaction.
- Excellent organizational, communication, and planning skills to resolve issues promptly and accurately.
- Capable of overseeing administrative tasks, facility management, and arrangements for client meetings and conferences.
- Monitored and reported on workforce and succession planning, supporting the organization's growth and talent development initiatives.
- Exhibited discretion and professionalism while handling sensitive matters, upholding the confidentiality of company and employee information.

### **NewAge Infosoft Solutions Pvt. Ltd. | SR. HR & Admin Executive | December 2021 - May 2022 | Ahmedabad**

- Skillfully Managing recruitment management with end-to-end recruitment processes for junior and senior IT profiles, utilizing various portals and conducting interviews to identify and assess qualified candidates.
- Sourcing Strategy and creating execute effective sourcing strategies, ensuring a steady pipeline of potential candidates for current and future openings.
- Communication and Feedback with providing accurate and timely reports and feedback to the director, project manager, and candidates, maintaining close contact to facilitate a transparent and efficient recruitment process.
- Administrative Support and Proficiently handle administrative tasks, including appointment scheduling, travel arrangements, meeting coordination, and maintaining records and documents, while offering HR operational support.
- Employee Assistance and Offer assistance to employees and colleagues with benefits and issue resolution, contributing to a supportive work environment

### **Ameet Group of Companies | HR & Admin Executive | April 2017 - August 2021 | Mumbai & Ahmedabad**

- Managing Recruitment Support and Review resumes, conduct pre-employment background checks, and schedule interviews for job applicants.
- Employee Record Management with examine and maintain employee records to provide information to authorized individuals.
- New Hire Onboarding and preparing information packs and coordinate induction programs for new employees.
- Job Descriptions and Postings by writing job descriptions and create job postings for vacancies.
- HR Presentations and Training with proper managing and coordinate HR presentations and training sessions.
- Document Preparation and utilizing word processing software and printers to create various documents and reports.
- Administrative Support and Oversee office administrative procedures, delegate tasks to support staff, and ensure deadlines are met.
- Communicating and managing telephonic conversations, respond to inquiries, and coordinate with relevant departments.
- Office Operations done by ordering office supplies, maintain inventory, and arrange business travels and reservations.

### **Satyanarayan Printing Press | Admin & HR Assistant | June 2013 - March 2017 | Amalner**

- Maintaining executives' diaries, arrange appointments, and provide timely reminders. Coordinate travel arrangements and take minutes during meetings.
- Data Entry and Record Keeping with accurately enter data and maintain both hard and soft copies of employee records.
- Office Operations Support and monitoring office supplies, research advantageous deals or suppliers, and prepare reports, presentations, and briefs.
- Candidate Coordination and Conflict Resolution with coordinate communication with candidates, schedule interviews, and mediate and resolve issues between management and employees.
- Act as the primary point of contact between executives and internal/external clients, handling requests, and queries appropriately.

### **SKILLS**

**Functional** : Recruitment and Retention, Payroll Management, Enforcement of Disciplinary Actions, Employee Records, Workplace Safety, Training and Development , Benefits and compensation

**Technical** : End to End Recruitment, Employee Engagement, Onboarding and Exit Management, Leadership Skills, Administration, HR Policies, Employee Relations Management, IT Recruitment, Performance Management

### **ACHIEVEMENTS**

- Actively participated in organizing various inter school level competitions& club events.
- Active participation in cultural programs & represented school in many painting & dance competitions.
- Participated in college and school level Debate and Dance competition.
- Event organizer in all school and college annual day functions and other technical events.