

Krishna Thanki

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Career Objective:

To work in a challenging and demanding environment, where the workforce is motivated for a better career. Contribute my best and give towards the growth of the organization to understand the genuine needs of the organization and put my efforts accordingly.

Work Experience:

I. BOSC Tech Labs Pvt. Ltd., Gandhinagar HR Generalists | March 2021 to October 2021

- My work involved end-to-end responsibility of Recruitment and HR activities like joining and exit formalities.
- Understood HR processes and systems, supported with good interpersonal communication and leadership skills.
- Gained exposure in fulfilling recruitment requirements, bringing the best talent for the organization and identifying process improvement areas for Human Resources.
- Explanation of all HR policies to new joiners.
- Responsible for monthly end to end payroll processing, including verification of input and output.
- Joining documentation, CTC break-up and issuing Appointment and confirmation letter.
- Maintaining employee master database on regular basis.
- Preparing pay slips, pay sheet.
- Attendance and Leave management.
- Addressing employee's grievances related to Salary and attendance.
- Day to Day HR Operations.

II. Ofninfo Solution Pvt. Ltd., Freelancing HR Senior Recruiter | June 2020 to March 2021

- To recruit right fit(Sourcing, Screening, Interviewing, Salary Negotiation)
- Involved in full life cycle of the recruitment Process starting from manpower requirement form department, sourcing, screening, and scheduling interviews, follow-ups, offers, & reference checks.
- Salary negotiation and finalization.
- Managing the complete recruitment life-cycle for hiring talent from diverse resources, as per manpower plan and various requirements.
- Manage the Talent Acquisition function for Pan India.
- Shouldering accountability to source candidates through different mediums like company job portal (Naukri, Indeed, Hirist.com, iim jobs etc.), referrals by employees, LinkedIn, Facebook.

- Conducting Initial interview of the suitable candidates.
- Maintain recruitment tracker on Monthly basis to keep track on the recruitment on different positions.

III. Sandipani Gurukul School
Assistant Teacher | November 2019 to September 2020

- Develop lesson plans and learning goals with the head teacher.
- Maintain daily records, track student progress and intervene to help students progress as necessary.
- Foster a positive and collaborative learning environment where the unique needs of all students are met.
- Arrange educational activities outside the classroom and supervise the students during breaks and mealtime.
- Regularly communicate with family members and other staff, such as school psychologists and counselors, in order to meet the individual needs of each student.
- Ensure the classroom environment meets standards for safety and cleanliness.

IV. GMC International School
Facilitator | June 2017 to November 2019

- Design and deliver engaging lesson plans that inspire learners.
- Differentiate instruction using hands-on, active learning techniques.
- Create a collaborative classroom environment that supports belonging and peer-to-peer learning.
- Manage classroom with a collegial, respectful demeanor that supports self-directed learning.
- Work cooperatively with learners and parents. Communicate regularly with parents.
- Collaborate with staff to ensure required supplies and classroom needs are met.
- Arrive in time to set up lessons as needed. Maintain classroom space after class. Take attendance.
- Attend trainings and faculty meetings.

V. Angel Pumps (P) Limited
Business Development Manager | January 2015 to January 2016

- Developing growth strategies and plans.
- Managing and retaining relationships with existing clients.
- Increasing client base.
- Having an in-depth knowledge of business products and value proposition.
- Writing business proposals.
- Identifying and mapping business strengths and customer needs.
- Researching business opportunities and viable income streams.
- Following industry trends locally and internationally.
- Drafting and reviewing contracts.
- Reporting on successes and areas needing improvements.

VI. Genext Languages
Language Trainer | May 2013 to June 2014

- Planning, preparing and delivering lessons.
- Preparing teaching materials.
- Helping pupils improve their listening, speaking, reading and writing skills via individual and group session.
- Checking and assessing pupils work.
- Organising and running specialist courses.

Academic Qualifications:

Qualification	Institute	Year
MSc (IT & CA)	Dr. V. R. Godhaniya - Saurashtra University	2015
MBA(Information system)	Sikkim Manipal University	2014
BCA	Dr. V. R. Godhaniya - Saurashtra University	2010

Certified Course:

.NET Professional course at HCL with A Grade – Feb, 2011

Awards:

Certified 1st position - Best in Web Designing.

Language Known:

Read, Write, And Speak: English & Hindi.

Read, Speak Gujarati.

Technical Expertise:

Operating System: Windows XP, Windows Vista, 7, 8, 10, LINUX, UNIX, Android, IOS.

Word Processing & documentation: MS Office Word.

Slide Presentation: MS Office Power Point.

Markup Language: HTML, XML, PHP.

Internet Tool: JavaScript, CSS

Professional Skill:

- Technical Skill
- Presentation skills
- Organizational Management
- Team Management
- Communication Skill
- Kaizen – 5 ‘S

Strengths:

- Highly effective inter-personal and communication skills
- Enthusiastic in learning new technologies
- Flair for hard work and challenges
- Ability to guide the workers in a great way
- Self-motivated and Dedicated towards work.

Personal Details:

Date of Birth: 17th of Feb, 1989

Gender: Female

Nationality: Indian.

Marital Status: Married

Positive Traits:

Positive thinking, ability to work in integrated teams and willingness to take on responsibilities.

Declaration:

I hereby inform that all the information furnished above is true, complete and correct to the best of my knowledge and belief. I hope my candidature will meet with your requirements and shall be glad to serve your organization under your kind control. If I am given a chance, I shall discharge to the satisfaction of my superior.

Place:

Date:

(Krishna Thanki)