Antima Yadav

H. No. 207, Anna waddo,

Behind Lawande Super market, Candolim Bardez- Goa

E-mail id: [antimayadav08@gmail.com](mailto:antimayadav08@gmail.com)

Contact no:9503548070

***Objective***

To obtain a job within my chosen field that will challenge me and allow me to use my qualifications, skills and past experience in a way that is mutually beneficial to both myself and the Employer and allow for future growth and advancement .

***Personal Attributes***

* A good team player
* Good communication and convincing skill

***Qualifications***

|  |  |  |  |
| --- | --- | --- | --- |
| **Examination** | **Name of the school** | **Percentage** | **Year** |
|  |  |  |  |
| **BBA** | DMS College | BBA - First class | 2013-2016 |
|  |  |  |  |
| **HSSC** | St. Theresa’s high secondary school | First class | 2013 |
|  |  |  |  |
| **SSC** | Little Flower of Jesus High school | Second class | 2011 |
|  |  |  |  |

*Internships*

1st year BBA , did my internship in BUONA PASTA (Pilerne ) that is from 1st April 2014 to 1st June 2014 .

2nd year BBA , did my internship in LTABR (Candolim) that is from 13th April 2015 to 10th June 2015 .

3rd Year BBA , did my internship in KINECO PVT. LTD (Pilerne) that is from 15th February 2016 to 31st March 2016

***Work Status:***

Worked at Ginger Tree Beach Resort as HR Executive since 10th January 2017 till 31st December 2017.

**Job Functions :**

**Posting on the portals for the recruitment purpose.**

* Preparing of Salary Statement
* Solving issues of the staff in co-ordination with the Manager**.**
* Initiating the process of PF withdrawal.
* Organising Orientation Programme, and fulfilling the new joinees formalities. Etc…
* Organizing Performance of the employees.
* Organising town hall meeting, doing employee engagement programme.
* Issuing of various letters such as Offer letter , Appointment letter and confirmation letter .
* Taking care of recruitments. etc.

worked with Alcon-The Goan Village, holding designation of HR Executive, for Feb 18 - Nov 18

Job Functions:

Preparing of Salary Statements.

Generating PF and ESIC challans.

Coordinating with Labour Office for License, such as Shops $ Establishment, weight $Measures etc.

Taking care of Recruitments, and other admin work.

Presently working with Sharanam Green hotels $Resorts Pvt. Ltd. , as Sr. HR Exec. Since Jan- 19 till date .

Purley taking care of the Licenses and the HR functions on day to day basis .

***Achievements***

* Participated in Odyssey Event for 2 days
* Organized Events such as Manthan , Revolution and Orion
* Being part of (AIMA) - All India Management Association
* Represented for state level in Sepektackro ( Sport ):

***Personal Interest***

* Paintings (Stencils and Block Printing )
* Artificial flower making (Stocking , Foam ,Ribbon and Organdy )
* Listening to music
* Reading books

***Additional Information***

|  |  |
| --- | --- |
| Gender | Female |
|  |  |
| Marital status | Single |
|  |  |
| Date of birth | 8th April 1995 |
|  |  |
| Nationality | Indian |

***Language Known***

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Speak** |
| English |  |  |  |
| Hindi |  |  |  |
| Konkani |  |  |  |
| Marathi |  |  |  |
| Portuguese |  |  |  |

***Reference***

Shall be furnished on request.

I declare that the above mentioned details are genuine to the best of my knowledge

Declaration

**Place**: Candolim

(Antima Yadav)