

BHAKTI SATIKUVAR

HUMAN RESOURCES

CONTACT



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Bharuch, India

EDUCATION

D Y Patil University

MBA in Human Resource Management

2024 - Present

Charusat University

Bachelor of Business Administration

GPA 8.5

2021 - 2024

LANGUAGES

English

Hindi

Gujarati

PROFILE

Dedicated and detail-oriented HR trainee with a foundational understanding of human resources principles and practices. Skilled in recruitment, employee engagement and performance management with strong interpersonal and communications abilities. Eager to support HR initiatives and contribute to a positive workplace culture.

WORK EXPERIENCE

HR Trainee

Tega Industries, Dahej, Bharuch, Gujarat

March 2024 - Present

- Coordinated all aspects of the recruitment process, from sourcing candidates to scheduling interviews and facilitating onboarding.
- Organized and maintained employee files, ensuring accuracy and confidentiality.
- Managed SAP entry for billing processes, ensuring timely and accurate data entry.
- Updated and maintained employee data on the Savior server, ensuring compliance with company policies.
- Oversaw the scheduling of employee shifts, optimizing workforce efficiency and addressing scheduling conflicts.

Internship

Adama India LTD

December 2023 - March 2024

- Filing: Organizing and maintaining records systematically
- Data Entry : Accurately inputting information into databases or systems.
- calling for interviews: Contacting candidates to schedule and conduct interviews.

SKILLS

Recruitment and Selection

SAP Software

Training and Development

Performance Management

Problem Solving

HR Policies Procedure

Labor Laws and Compliance

Microsoft Excel / Spreadsheet