



# KAUSUMI MEHTA

HR Executive

## Phone

7016402199

## Email

nanaatikausumi@yahoo.com

## Address

B-501, Sapphire Elegance,  
Raiya Hill, Rajkot

## Profile Info

Seeking for stable position in reputed organization to grow. Also want to be a part of success and growth by completing vision of an organisation by utilising my knowledge and experience in particular department.

## Skills

|                  |            |
|------------------|------------|
| Communication    | ██████████ |
| Creative Writing | ██████████ |
| Good Listening   | ██████████ |
| Councelling      | ██████████ |

## Interests

|                |            |
|----------------|------------|
| Writing        | ██████████ |
| Dance          | ██████████ |
| Music          | ██████████ |
| surfing on net | ██████████ |

## Language

|          |       |
|----------|-------|
| Gujarati | ★★★★★ |
| English  | ★★★★☆ |
| Hindi    | ★★★★☆ |

## Experience

HR Executive Sept 2021 - Current

Repute Infosystems| Rajkot

- End to End Recruitment 80%
- General Admin work.
- Leave Management.
- On campus, Off Campus placement.
- Employee Engagement Activities.
- Helping management to create policy.
- Maintain employees records.
- Documentation

HR Executive Feb 2021 - Sep 2021

Light Link Solutions| Rajkot

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- Maintain employees records.
- Documentation

Teacher 2015 - 2017

Bhavan's Shri A.K.Doshi Vidyalaya|Jamnagar

## Education

MBA-HR 2012-2015

Jaysukhlal Vadher Institute Of Management|Jamnagar

CPI-7.18

BCA - 67% 2008-2011

Siddhi Vinayak Education Trust|Jamnagar

H.S.C. - 52% 2008

G.S.E.B.|Jamnagar

S.S.C. - 67% 2006

G.S.E.B. I Jamnagar

## Beyond Curriculum

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- Awarded as "cultural talent of the year 2012" in JVIMS as a state of good performer during management study in Jamnagar.
- Attended confluence at IIM, Ahmadabad.
- District Level Champion of Music and Dance presently learning KATHAK dance and completed VISHARAD and have completed 4 years in vocal and instrument. State level champion in GARBA and performed at varied places of state and outer states too.
- Passed Competitive exams like Paheli, Dusri & Tisri hindi exams, other Scholarship Exams etc during Schooling with good ranks.
- Proficiency award given by college during MBA as "Excellence in Summer Internship Project 2012-14" and "Cultural Talent of the year" once again for the year of 2013-14.
- Worked with skynet technologies as a recruiter for two months.
- Worked in BHAVAN'S SHRI A.K.DOSHI VIDHYALAYA as a TEACHER since June 2017.
- Freelancer for social media marketing content and coordinating to Jig's figure point and Saffron wellness & spa center, pizzazone, akruti gift , amdavadtak, Facebook page, Manushi group as well given successful live events on page during covid.
- Facebook page and creating images and videos and creative content for them.
- Taken guest lecture in I-MBA at JVIMS MBA college.
- Presented business plan at Marwadi Magnus and selected in top 8.
- Get the appreciation for GCSR project by GCSR project chancellor for collecting appropriate data and business plan.
- Worked with Zestech Inc. Rajkot as freelancer.
- Won Author of month title on [www.storymirror.com](http://www.storymirror.com) portal more than once. Nominated as author of the year twice on the same.  
<https://storymirror.com/read/poem/gujarati/9qccuqs2/vrkphrom-hom/detail>
- Organized an event for Music Therapy Seminar as well live concert of Parth Oza at Jamnagar and currently studying on music therapy.
- Gained sound knowledge of all HR Activities and also proficient in fundamentals of Computers, C and programming logic & techniques.
- Gained knowledge of Gujarati literature as well Hindi language. Content writer as well translator.
- Event organiser and artist management.
- Completes Yog certification from Ayurved University and became topper in that batch.

## Academic Projects

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Title: "To Study the problem of skills gap & its effect on attrition in brass industry of Jamnagar"

Synopsis: It is a research base Industry Defined Project (IDP) which is the effort to know the quality Of work life and the skills gap Of Brass Industry, Jamnagar

Title: A study on satisfaction level of Contract Labour at Essar oil ltd.

Company: Essar oil ltd., Jamnagar

Synopsis: This study was based on the working conditions of contractual labors. And to identify the satisfaction level of workers at Essar oil Ltd, Jamnagar.