



KAMYA SHAH

Surendranagar, Gujarat
7043243216 | shahkamyas5@gmail.com

Objective

Aspiring to contribute my skills and knowledge towards personal and organizational growth by securing a position that allows continuous improvement. Additionally, I seek opportunities to apply my expertise in roles that demand strong soft skills.

Experience

- **Flav aroma Flavours and Fragrances Pvt. Ltd.** Nov 2024 - Currently working
HR Executive
 - Spearheading the recruitment process by identifying talent needs, sourcing candidates, conducting interviews, and ensuring a seamless onboarding experience.
 - Designing and implementing effective training and development programs to enhance employee skills and align with organizational goals.
 - Driving employee engagement initiatives, fostering a positive work environment, and organizing activities to boost morale and productivity.
 - Acting as the Management Representative, ensuring compliance with company policies, industry standards, and regulatory requirements.
 - Collaborating with management to develop and execute HR strategies that align with business objectives.
 - Maintaining and updating employee records.
- **Dr. Kiran and Pallavi Patel Global University** March - 2024 - October - 2024
Assistant Professor
 - Delivered lectures on General Management and Human Resource Management (HRM) subjects for BBA and MBA students, focusing on conceptual clarity and practical applications.
 - Designed and conducted academic activities to prepare students for industry demands, including resume building, mock interviews, and skill enhancement workshops.
 - Coordinated the placement process for BBA and MBA students, to secure placement and internship opportunities.
 - Successfully organized and led an industrial visit to Amul for BBA students, providing practical exposure to business operations and quality control processes.
 - Oversaw internship programs, ensuring alignment with academic goals and providing students with valuable hands-on industry experience.
 - Mentored students on career development, assisting in career path selection and preparing them for professional challenges.
 - Conducted seminars and arranged guest lectures by industry experts to bridge the gap between academia and professional expectations.
 - Performed various administrative duties related to academics for the respective department.

- **Flavaroma Flavour and Fragrances Pvt. Ltd.**

November - 2022 - March - 2024

Custom Support Executive

- Prepared and managed orders, quotations, sales invoices, and sample invoices efficiently to ensure timely processing.
- Maintained professional communication with customers to provide dispatch details and updates on order processing.
- Updated and monitored the order sheet regularly, ensuring accurate tracking of orders at every stage.
- Handled customer interactions with professionalism, resolving customer problems promptly and maintaining satisfaction.
- Maintained and organized all sales-related documents, ensuring easy retrieval when needed.
- Managed export documentation and prepared prints for compliance with international trade requirements.
- Coordinated effectively with internal teams to streamline order processing and ensure timely dispatch.

- **M.N.Rubber Pvt Ltd**

November - 2020 - November - 2022

Supervisor/Sales Executive

Supervisor

- Supervised daily operations in the packing department to ensure timely and efficient packing of products.
- Monitored packaging quality standards and ensured compliance with company policies and safety protocols.
- Coordinated with production and inventory teams to manage packing schedules and meet delivery deadlines.
- Maintained accurate records of packed products, stock levels, and material usage.

Sales executive

- Managed sales invoicing, prepared quotations, and handled all sales-related documentation with accuracy.
- Built and maintained relationships with existing and new customers to drive sales growth.
- Resolved customer complaints and ensured high levels of customer satisfaction.

Education

- **Drs. Kiran and Pallavi Patel Global University**

2023

MBA - HR
8.61

- **The Maharaja Sayajirao University**

2020

B.Com - HR
6.73

- **D.C.Chavda girl high school**

2017

Higher Education
63%

Skills

- Google Workspace
- Microsoft Office
- Exemplary Communication
- Optimistically approach challenges
- Collaborative leadership
- Social media handling
- Networking

Projects

- **SIP - MBA**

A study of Employee Satisfaction at work place

- **CP - MBA**
A Study of Employees Welfare

Achievements & Awards

- Best Employee of the month July 2023
- Trainee Business communication (Ahmedabad Management Association)
- Trainer (FlavaromaFlavours And Fragrances Pvt Ltd) - Google spreadsheet, - Team work, - Communication, - AI tools, - Basic Etiquettes.

Interests

- Writing
- Reading
- Listening to music
- Personal development

Probable Subject

- Human resource Management
- Emotional intelligence
- Management and Organization Behavior
- Principles Of Management
- Performance Management
- Human resource Planning
- Business Communications
- Banking & Insurance
- Human resource training & Development
- E-commerce