**SHERYL SHAH**

HIG-30, S.V.B.P. Nagarr

Jamnipali, NTPC Korba

Chhattisgarh, 495-450

Email: [**shah\_sheryl@rediffmail.com**](mailto:shah_sheryl@rediffmail.com)

[**as.sheryl@gmail.com**](mailto:as.sheryl@gmail.com)

Mob. No: +91-8871680571

|  |
| --- |
| **CAREER OBJECTIVE:** |

To work in an environmentthat could help me to nurture my skills and could give me an opportunity to implement the theoretical knowledge into practice.

|  |
| --- |
| **ACADEMIC QUALIFICATION:** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Qualification | Board/University | Year | Percentage |
| 1. | MBA-HRM | SHIATS, Allahabad | 2014 | 82.92% |
| 2. | M.Sc. Biotechnology | MATS University, Raipur | 2011 | 83.17% |
| 3. | B.Sc. Biotechnology | Pt. Ravishankar Shukla University, Raipur | 2009 | 71.30% |
| 4. | H.S.S.C | CGBSE, Raipur | 2005 | 73.80% |
| 5. | H.S.C | CGBSE, Raipur | 2003 | 74.60% |

|  |
| --- |
| **TRAINING DETAILS:** |

* Undergone Training in **“Protein Myosin Sequencing through BLAST Technique and Gene Bank (Bioinformatics)”** by Nitza Biological, Hyderabad at Department of Life Sciences, R.C.S.T. Bhilai for 7 days in the Year 2008.

|  |
| --- |
| **DISSERTATION UNDERTAKEN FOR POSTGRADUATION:** |

* Evaluation of Genotypic Variation under *in vitro* conditions in selected clumps of *Dendrocalamus strictus,* at Genetics and Plant Propagation Division, Tropical Forests Research Institute, Jabalpur (M.P.)

|  |
| --- |
| **WORK EXPERIENCE:** |
| **PEOPLE NAUKRI & CONSULTANCY, RAIPUR (10th October 2011- 04th April 2012)**  **Designation** : HR Manager (Recruitment)  **Job Responsibility:**   * Recruiting candidates for MNCs especially for Power Plant and for other companies also. * Taking Interviews Personally. * Taking out the Resumes from Naukri.com Portal * Short listing the Resumes according to the requirements & conditions of the Company. * Calling the Shortlisted Candidates for different profiles. * Contacting MDs and HR of the companies. * Preparing an Interview letter for Candidates.   **INDIAN INSTITUTE OF JOB TRAINING CENTER, KORBA (25TH June’12-15TH Jan’13)**  **Designation :** Counsellor-cum-Admin  **Job Responsibility:**   * Counseling the students for different job oriented courses. * Giving seminars and presentations to different institutions (Schools & Colleges). * Attending the enquiries and customers queries. * Responsible for all the administration work in the center.   **INDIAN INSTITUTE OF TECHNOLOGY & MANAGEMENT, FIRE ENGINEERING COLLEGE, KORBA (17TH June’13 to 28TH Oct’13)**  **Designation** : Asst. Manager  **Job Responsibility:**   * Handling all the Management works of Head Office and of the Branches. * Reporting to Managing Director and Director. * Counseling for different job oriented courses. * Preparing offer letters, proposal letters and other miscellaneous business letters. * Managing Income-Expense Report along with staffs report.   **MEDITRANCE CONSULTANCY (05TH March 2014 to till date)**  **Designation** : HR-Head  **Projects handling** : New Korba Hospital  **Position** : HR-Manager  **Job Responsibility:**   * Handling staffing and recruitments for all the departments. * Preparing Performance appraisal of the staff. * Conducting internal and external trainings. * Managing duty roasters of the staff. * Preparing joining letters, experience certificates and other official letters. * Preparing strategy sheet plan for the hospitals. * Ensuring patient’s care and proper services to them. * Reporting to Hospital Administrator and Director. * Preparing salary sheet, and handling PF-ESIC of the staff.  |  | | --- | | **ACHIEVEMENTS & AWARDS:** |  * Gold Medalists in Life Science Department during Post Graduation in the year 2011,honoured by Chief Minister and Governor of C.G. at MATS University Raipur. * Best Ideal Student Awards in Life Sciences Department in the year 2010-11 at MATS University Raipur, honoured by Chief Minister’s Wife. * Certificate of Participation in Aarogya National Conference, held in the year 2009-10 at Raipur, C.G. * Secured 1st Prize in debate and Extempore Competition at Beacon English Hr. Sec. School Kusmunda, Korba, C.G.  |  | | --- | | **PERSONAL DETAILS:** |   **Name : Sheryl Shah**  **Date of Birth : 21st May 1987**  **Father’s Name : Mr. Jerold Shah**  **Mother’s Name : Mrs. A. S. Shah**  **Religion : Christian**  **Marital Status : Single**  **Nationality : Indian**  **Extra-Curricular : Cadet of Scout and Guide, District level**  **Activities Participation in MBD Exam**   |  | | --- | | **HOBBIES & INTEREST:** |  * Listening to Musics, Surfing the Internet.  |  | | --- | | **LANGUAGES KNOWN:** |  * **English :** Speak, read and write * **Hindi :** Speak, read and write  |  | | --- | | **COMPUTER LITERACY:** |  * Basic and Microsoft Office & Windows, XP, DOS, Internet.  |  | | --- | | **STRENGTHS & PERSONAL SKILLS:** |  * Hardworking, Positive attitude, Confident, Ambitious & Quick Learner. * Time management skill and positive result in the team environments. * Ability to greet guest and provide good service with complete guest satisfaction. * Ability to analyze, communicate and convey the idea across. * Excellent communication skills with politeness conversation.  |  | | --- | | **FIELD OF INTEREST:** |  * HR/Admin Department. * Biotechnology Department.  |  | | --- | | **DECLARATION:** |     I do hereby confirm that the information given in this curriculum vitae are true and correct to the best of my knowledge. In case, any error is found in future, I shall be liable for the consequences among from there including termination of my employment or withdraw of the offer of my employment.  Date:  Place**: Korba Sheryl** |