**SHERYL SHAH**

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

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| **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.

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| **ACADEMIC QUALIFICATION:** |

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| 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% |

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| **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.

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| **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.)

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| **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.

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| **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.

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| **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**

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| **HOBBIES & INTEREST:** |

* Listening to Musics, Surfing the Internet.

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| **LANGUAGES KNOWN:** |

* **English :** Speak, read and write
* **Hindi :** Speak, read and write

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| **COMPUTER LITERACY:** |

* Basic and Microsoft Office & Windows, XP, DOS, Internet.

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| **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.

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| **FIELD OF INTEREST:** |

* HR/Admin Department.
* Biotechnology Department.

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| **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** |