

Shraddha Khimsuriya

"Shraddha" Qtr. No. 482, Gujarat Housing Board, Upvan Park, Near Iscon Temple, Kalawad Road, Rajkot, Gujarat. – 360005 • 9033425251 • shraddhakhimsuriya7@email.com

ABOUT ME

Enthusiastic professional eager to grow experience in HR operations.

Hard Working, creative, proactive.

Ambitious, eager to keep growing and evolving in profession.

Constantly developing new skills and abilities.

EDUCATION

Christ Institute of Management, Rajkot

Master in Business Administration, 2021 - 2023

M. J. Kundaliya, Rajkot.

Bachelor in Business Administration, 2018 – 2021

PROFESSIONAL EXPERIENCE

Sun Forge Pvt. Ltd., Metoda, Rajkot.

HR Executive (September 2024 – March 2025)

- Assisted the Senior HR Executive in daily HR operations and administrative tasks
- Reporting to Senior HR Executive in senior-level recruitment and candidate coordination
- Managed and maintained employee records and HR documentation
- Handled end-to-end recruitment processes including screening and scheduling interviews
- Prepared and maintained salary registers and payroll-related data
- Assisted in resolving employee queries and workplace issues

Marketing Executive (March 2025 to Present)

- Coordinate with internal departments for RFQ (Request for Quotation) processes
- Prepare rate workings and cost estimates for various RFQs based on material, labor, overhead, and other applicable costs.
- Analyze RFQ requirements, drawings, specifications, to develop accurate costing.
- Prepare and submit commercial quotations for RFQs within required timelines.
- Supply chain co-ordination with internal team and customer
- Communicate with customers regarding outstanding payments, overdue invoices, and payment-related issues to ensure timely collections
- Coordinate with internal accounts teams to resolve payment discrepancies, invoice issues, and account queries
- Handle marketing back-office documentation and record management
- Manage dispatch operations and related documentation and communication
- Manage warehouse stock and maintain inventory records
- Coordinate stock-related communication with internal teams
- Ensure smooth coordination between teams for timely task completion
- Experience in handling RFQs, quotations, orders, and customer requirements through online portals such as SupplyOn and SIM.
- Able to update, track, and maintain relevant commercial information accurately in SupplyOn and SIM portals.
- Assist in training of new employees

PROJECTS

MACPOWER CNC MACHINES LTD.

Training and development program.

MAHINDRA CIE AUTOMOTIVES LTD.

Training and development program for 2 weeks.

Understanding and field working.

SUMANGAL FORGINGS PVT. LTD.

Training and development program for 4 weeks.

Understanding and field working.

RAJKOT NAGRIK SAHAKARI BANK

Internship for 1 month.

Training, understanding and working.

LANGUAGES

English
Gujarat
Hindi

SKILLS &HOBBIES

MS Office
ERP Software
SupplyOn
Reading
