



VIRAJKUMAR J. TAILOR

MBA Student | Aspiring HR Professional

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ABOUT ME

Motivated MBA student specializing in Human Resources with hands-on internship experience in HR practices, employee on boarding, and probation processes. Strong knowledge of Provident Fund (PF), Employee State Insurance (ESIC), Industrial Act, and Factory Act. Skilled communicator in Hindi, Gujarati, and English, with excellent teamwork, adaptability, and problem-solving abilities. Passionate about creating positive HR practices that enhance employee well-being, compliance, and organizational success.

EDUCATION

2023-2025

Master of Business Administration (MBA – HR)

Shrimad Rajchandra Institute of Management UTU (Mahuva Road, Bardoli)

Sem 1 : 7.00 | Sem 2: 5.8 | Sem 3: 6.7 | Sem 4 : 7.60

2020-2022

Bachelor of Commerce (B.Com)

Shah N.H Commerce College

Sem 1-6 Average: ~5.4 SGPA

2019

Higher Secondary (H.S.C.)

RM & VM Desai Vidyadham, Valsad – 56%

2017

Secondary (S.S.C.)

RM & VM Desai Vidyadham, Valsad – 62%

EXPERIENCE

1. 2022 TO 2023 WORK IN GENESIS GROUP OF COMPANIES VALSAD .

www.Genesifinance.in & www.genesisltd.in

As an HR Executive.

Duties

- Recruitment Process
- Payroll Process

2. June 2024 HR Intern, Atul Limited - Analyzed organizational structure and HR operations. Dec 2024 – Jan 2025 HR Intern, Atul Limited

- **Project 1:** Evaluated effectiveness of employee on boarding processes.

- **Project 2:** Conducted survey on probation/training process and provided improvement suggestions.

Industrial Visit

- Visited Balaji Wafers (Dungri) plant to observe manufacturing processes, HR practices, and operational work flow

SKILLS

- Communication (Hindi, Gujarati, English)
- Leadership & Teamwork
- Adaptability & Problem Solving
- HR Policies & Procedures
- PF, ESIC, Industrial Act, Factory Act
- Employee Engagement & Welfare
- Time Management

CERTIFICATIONS

CSC Common Service Centre: Certified in Digital Services & Business Operations and

INTERESTS

- Playing & watching cricket
- Gaming & exploring new technologies
- HR compliance, labor laws, and employee relations

REFERENCES

Available upon request.