

Dixa Vaghasiya

9904334907 | vaghasiyadixa1@gmail.com



Experience

IT recruiter

September 25, 2024 - November 23, 2024

Supro consulting

Junior HR professional with hands-on experience in IT recruitment and talent acquisition for vendor companies like Tech Mahindra. Proficient in sourcing, screening, and shortlisting candidates for various client-specific roles. Skilled in supporting the hiring process from job posting to interview coordination and candidate onboarding. Collaborates closely with senior HR and client teams to meet staffing needs, ensuring smooth operations and a positive candidate experience for vendor assignments."

Internship

Internship at DGVCL (Dakshin Gujarat Viji Company Limited)

Completed an in-depth departmental study focusing on revenue and finance departments. Gained practical exposure to the operations and processes in the power distribution sector. Developed a research report on departmental studies at DGVCL, analyzing key challenges and offering recommendations for improvement. Worked closely with professionals to understand the technical and regulatory aspects of electricity distribution.

Projects

Portfolio management

Conducted detailed research on portfolio management strategies, focusing on asset allocation, risk management, and diversification. Analyzed financial markets and investment instruments to optimize portfolio performance. Applied quantitative methods for risk-adjusted return assessments and collaborated with a team to present key findings and recommendations.

Education

Course / Degree	School / University	Grade / Score	Year
Bachelor of Business Administration in Finance	Shree J. D. Gabani Commerce College	75%	2024

Objective

Strategic operations manager with knowledge in optimizing processes, improving efficiency, and leading high-performing teams. Seeking an opportunity to join a growth-oriented organization where I can drive operational excellence and contribute to achieving business objectives.

Skills

Financial analysis

Teamwork & collaboration

Communication skill

Risk management

Customer service

Languages

English

Hindi

Gujarati