



RACHANA BHARGAVBHAI VAGHELA

HR & KYC MANAGER

rachanavaghela999
@gmail.com

+91 7801847979

Plot No.3, Militry
Society , Behind Pattel
Nagar, Bhavnagar

ABOUT ME

Seeking a challenging HR and Finance role where I can leverage my analytical skills and HR expertise to contribute to organizational growth and efficiency. Proven ability to streamline processes, improve financial accuracy, and foster a positive and productive work environment. Adept at data-driven decision-making and driving strategic HR initiatives that align with business objectives. Passionate about creating impactful solutions and developing strong internal partnerships.

SKILLS

- Communication
- Leadership
- Teamwork
- Problem Solving

LANGUAGES

- English
- Hindi



EDUCATION

2019

Bachelor of Commerce

2021

Maharani Nandkuvarba Arts And Commerce College

Graduated with highest honors, recognizing academic excellence.

2021

Master Of Commerce

2023

Bhavangar University

Graduated with highest honors, recognizing academic excellence.



EXPERIENCE

2025

Tele Executive

NOW

Bajaj Capital

- direct customer engagement via phone, demanding strong communication, persuasion, and patience, with roles ranging from lead generation to support, often in call centers

2024

2025

Trade Deal

HR And Kyc Manager

- managing daily HR functions like recruitment, onboarding, payroll, employee relations, training, policy enforcement, and HR tech (HRIS/ATS), requiring strong communication, problem-solving, data analysis, and legal knowledge (labor laws) to align HR strategy with business goals and foster positive work environments
- Back office operations experience in KYC (Know Your Customer) involves handling day-to-day tasks like verifying customer documents (Aadhaar, PAN), updating client details in systems, ensuring compliance with AML/RBI norms, uploading data to KRAs (CVL, CAMS), CERSAI, and managing re-KYC for existing clients, essentially being the engine for identity verification and risk mitigation behind the scenes in finance/broking.