**Jalpabahen**

**Contact Details**

[**Jalpabahen.381641@2freemail.com**](mailto:Jalpabahen.381641@2freemail.com)

**Career Objective**

A position in Personnel or Human Resources Management which will require me to apply my experience and education to assist the company in the accomplishment of its goal.

**Profile Summary**

**Professional Summary** 6 Years of experience in HR and Admin Activities.

* Self-motivated, Dynamic & result-oriented professional with a strong quest for learning & growth.
* Strong background in HR, Admin and Personal Management.
* A team player and a team leader who excels under pressure with good inter-personal skills, persuasive communication skills, strong team-building skills and analytical approach to problem solving.
* Passionate in how to win people and get work out of them.
* Never give up attitude and always ready to walk an extra mile for accomplishment of work.

**Education Qualification**

* **B.Sc. (Chemistry)** from Kranti Guru Shyamji Krishna Verma Kachchh University in 2008.
* **Post Graduate Diploma in Management (PGDM)** with specialization in **Human Resource Management and Marketing** from Tolani Institute of Management Studies, 2010.
* **SAP HR Training** from Sai Institute of Information technology, 2015.

**Career Highlights**

**DATA SOFT COMPLETE IT SOLUTIONS**

**Designation:** HR Executive

**Duration:** Oct 2015 to March 2016 as a trainee

April 2016 to Nov 2017 as a HR Executive

**Nature of job**

* Work for Client Company.
* Taken care of whole implementation life cycle - requirement gathering, preparation of Business blue print, customization, configuration, Development, testing, end user training and final go live.
* Installation, implementation, coordination with client and according to customization and configuration of their enterprise structure, pay roll and personal management in SAP-HR as per client requirement.
* Master data preparation for Client Company.
* Guide end user whenever required, timely provide services and upgrade client.
* Customization and configuration of enterprise structure, pay roll and personal Management as per client requirement and HR Policies.
* Manage the HR intranet and SharePoint portal ensuring accuracy and relevance of the information available on the site at all time.

**Green Cross Pathology & Molecular Laboratory**

**Designation:** HR Manager

**Duration:** Oct 2014 to March 2015

**Nature of job**

* Time management, schedule duties of all employees, allotment of work for good conductance of laboratory.
* Staff recruitment, training, development, and retention at all levels to provide a full and effective service to its user.
* The collection, transport and handling of all specimens in such a way to ensure the correct performance of laboratory examinations.
* Reporting results of examinations in way which are timely, confidential, accurate and clinically useful.
* Give proper instruction and satisfactory answer to the patient and train whole staff to take care of patient with great Hospitality.
* Maintain salary, leave, attendance and personal data of each and every employee.
* Handling 120 people team in line management.
* Handle Medical Checkup camp every 2nd and 4th Sunday of Month at Green Cross

**Cargo Solar Power Gujarat Pvt. Ltd.**

**Designation:** Executive

**Duration:** January 2013 to Aug 2014

**Nature of job**

* Handle HR & Admin activities as suggested by H.O.
* Mainly handled issues at Cargo to streamline necessary documents on records for each Revenue Survey Nos.
* Completed Procedures to get land mutation in favor of company & liaison with Government officers and local villagers.
* Documentation of all site employees’ personal data, leave, attendance and land related documents.

**OPG Power Gujarat Pvt. Ltd**.

**Designation:** Executive CSR & HR

**Duration:** May 2010 to July 2012

**Nature of job**

* Recruitment, Conduct interview, induction program as per company policy.
* Monthly attendance and leave report send to Head Office.
* Procedures like maintain leave application, medical leave, Performance Management form, personal data

from all necessary documents I have to collect from the employee and timely report to the HO and also consider it at the time of salary and bonus.

* Maintain transportation and food facility for site employees.
* Taken care of site village development activities like Plantation of tree, support School students in their educational and sports activity, celebrate birthdays of play school children regularly etc CSR activities
* Under CSR develop Shree Shakhi SwarnimTalim Kendra- Project of women empowerment at village

Bhadreshwar under Gujarat Government Mission Mangalam yojana where 30+ women get self employment at their place and earn more than their spouse.

* Completed Procedures to get land mutation in favor of company & liaison with Government office to get necessary approvals.

**PERSONAL DETAILS**

Date of Birth 18/08/1986

Gender Female

Marital Status Married

Nationality: Indian

Visa Status: Husband Visa

**DECLARATION**

I hereby declare that the above information is true to the best of my knowledge and belief.