

# HARDIK PARMAR

HR EXECUTIVE

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## PROFILE

I am a results-driven and accomplished Human Resources Executive with a strong information technology and services background. Throughout my career, I have partnered with diverse teams to shape innovative HR strategies that drive organizational success and nurture a thriving workplace culture.

## EDUCATION

2016

GOVERNMENT POLYTECHNIC

- Diploma in E.C

2013

HSC

- G.S.E.B
- 55 %

## WORK EXPERIENCE

### 2022- PRESENT

IndiaNIC Infotech Limited

#### HR Executive

- Posting jobs on various job boards.
- Sourcing and screening profiles received through various job posts.
- End to end recruitment life cycle Format resumes/CVs meeting client expectations.
- Develop Recruiting strategies. Coordinate with shortlisted candidates for offer roll-out and offer signing.
- Coordinate with applicants until their successful On-boarding. Offer negotiations with selected candidates

### 2021 - 2022

Isparrow Services Pvt Ltd

#### Talent Acquisition

- End to End Recruitment Life Cycle Management.
- Search for suitable skilled candidates from various job portals and search engines.
- Review and Understand job requirements from clients.
- Review applicants to verify if position requirements are met.
- Follow up with candidates.
- Identify Recruiting Sources and networks on Social Media platform.
- Salary Negotiations with Right candidates as per the market rate.

## SKILLS

- Communication
- Collaboration
- Problem-solving
- Compassion
- Interpersonal skills
- Critical thinking
- Sourcing skills
- Recruitment analytics skills
- Candidate screening skills
- ATS
- Applicant tracking
- Candidate assessment

## LANGUAGES

- English
- Hindi
- Gujarati