

## **PALAK VYAS**

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Linkedin profile:-

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### **Objective:-**

To be a part of an Organization that provides an atmosphere of mutual growth and benefits, where I can show my talent and potential in order to benefit my organization and during work in organization learn about new technologies that help me to achieve my goal.

### **Profile Summary:-**

HR Professional with 9month of experience in Recruitment, Training and Development, conflict resolution, Employee records management, HR Proficiency in recruitment process entailing resume generation, screening and short-listing with appropriate compensation. Merit of providing prompt resolution of employee grievances to maintain cordial management-employee relations. Successful at motivating staff through clear communication and outstanding organizational skills.

### **Personal Strength:-**

Good Communication skill in English and Hindi both verbal and written, responsible, self-directed, hardworking, creative, bold and self-motivated to work independently or in team and dedicated and willingness to learn new technical skill.

### **HR Skills:-**

- ☑ Recruitment
- ☑ Sourcing and Shortlisting
- ☑ Training & Development
- ☑ MIS Report
- ☑ Employee Relations /Welfare
- ☑ Talent Pool Selection
- ☑ Employee Engagement
- ☑ Employee Relation

## **Academic & Professional Profile:-**

- ② MBA (HR & Finance) (2021) from Astral Institute of Technology & Research, Indore. with 75%
- ② B.Sc. (Computer Science) (2019) from PMB Gujarati Science College with 67%
- ② 12<sup>th</sup> from Padmaja Higher Secondary School (M.P. Board) with 81.8%
- ② 10<sup>th</sup> from Padmaja Higher Secondary School (M.P. Board) with 79%

## **Internship & Working Experience**

### **1. MACTOSYS SOFTWARES**

**( Apr, 2023 – Jul, 2023)**

#### **Role and Responsibilities:-**

- Responsible for end-to-end recruitment process: i.e. sourcing, screening, joining, formalities, on boarding, induction & orientation.
- Familiar from job portals like linkedin, indeed and other job portals.
- Preparing and make job description as per requirement of organisation.
- Collaborate with HR and the manager to identify future hiring need.
- Conducting interviews /initial screening of the candidates and shortlisting candidates for the final interview with the company.
- Preparing and submitting all relevant letter/documents/ certifications as per the requirements in consultation with the management.
- Build network and connection to company page and group for sourcing candidates as per requirements.

### **2. Organization: SSAM SOFTWARES**

**( Aug, 2022 – Apr, 2023)**

#### **Role and Responsibilities**

- Responsible for end-to-end recruitment process: i.e. sourcing, screening, joining formalities, on boarding, induction & orientation.
- Familiar from job portals like linkedin, indeed and other job portals.
- Preparing and make job description as per requirement of organisation.
- Maintain employee records and engagement.
- Making attendance sheet, maintaining leave records.
- Collaborate with managers to identify future hiring need, conducting preliminary interviews with the candidates and shortlisting candidates for the final interview with the Management.
- Preparing and submitting all relevant letter/documents/ certifications as per the requirements in consultation with the management.
- Build network and contacts to source candidates as per requirements.

### **Computer Skills:-**

- Typing Speed up to 20-25 wpm
- MS-Office

### **Area of Interest:-**

- Human Resource Management

### **Extracurricular Activity:-**

- Participated in Dance Competition
- Speech-Debate Competition

### **Personal Profile:-**

<b>Hobbies &amp; Interest :</b>	Listening to Music, Dancing, Travelling
<b>Date of Birth :</b>	19-Aug-1998
<b>Nationality :</b>	Indian
<b>Language Known :</b>	English and Hindi
<b>Mother Tongue :</b>	Hindi
<b>Father's Name :</b>	Mr. Om Prakash Vyas
<b>Mother's Name :</b>	Mrs. Sulekha Vyas
<b>Contact Address :</b>	348 Suncity-2, Dewas (M.P.)

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

Date:

**Palak Vyas**