



## **PALAK VYAS**

Mobile No:- +91-8357976308

Linkedin profile:

<https://www.linkedin.com/in/palak-vyas-770a45234/>

Email:- pvvyas638@gmail.com

### **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:-**

### **Qualification:-**

• MBA (HR, Finance) (2019-2021), from Astral Institute of Technology & Research, Indore. with 75%

• B.sc Computer Sci, (2016-2019), from PMB Gujarati Science College with 67% •

• 12<sup>th</sup> from Padmaja higher secondary school (M.P. Board) with 81.8%.

• 10<sup>th</sup> from Padmaja higher secondary (M.P. Board) with 79%.

### **Experience:-**

• Working experience from :-

**=>SSAM SOFTWARES-( 22aug2022 -13apr2023)**

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

1)Responsible for end to end recruitment process: i.e. sourcing, screening, joining, formalities, on boarding, induction,& orientation.

2)Familiar from job portals like linkedin,,indeed and other job portals.

3)Preparing and make job description as per requirement of organisation.

4)Maintain employee records and engagement.

5)Making attendance sheet ,maintaining leave records.

6)Collaborate with manager to identify future hiring need

7)Conducting preliminary interviews with the candidates and shortlisting candidates for the final interview with the company.

8)Preparing and submitting all relevant letter/documents/ certifications as per the requirements in consultation with the management.

9)Build network and contacts to source candidates as per requirements.

**=>MACTOSYS SOFTWARES –( 17april2023 -15july2023)**

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

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

### **Computer Skills:-**

- Specialty Typing Speed up to 20-25wpm
- MS-Office Word, MS-Excel, etc.

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

- Human Resource Management.

### **Extracurricular Activity:-**

- Participated in Dance Competition.

- Speech Debate Competition

**Personal Profile:-**

**Hobbies & Interest :** - Music, Dancing, Travelling, Photography

**Date of Birth :** - 19-Aug-1998

**Nationality :** - Indian

**Language Known :** - English and Hindi

**Mother Tongue :** - Hindi

**Father's Name :** - Mr. Om Prakash Vyas

**Mother's Name :-** Mrs.Sulekha Vyas

**Contact Address :** - 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**