

VISHAL ASHVINBHAI VALA

A 19, MARUTI TENAMENT NEAR BHAVNA HIGH SCHOOL, VASTRAL, AHMEDABAD(382418)

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## » PROFILE

I Have Completed My Bachlore Of Commerce From City C U Shah College To Gujarat University, Ahmedabad. Then I did Diploma In Labour Laws And Practice From Mahatma Gandhi labour Institute, I have Basic knowledge of Recruiting And Staffing Employee, Employee Benefit, Employee Compensastion, Human Resource Compliance, Employee Training and Development..

## » EDUCATION

Qualification	College	University/Board	Year	Aggregate
B.COM	City C U Shah College, Ahmedabad	GU	2022	65%
Diploma in labour laws and practice	Mahatma Gandhi Labour Institute, Ahmedabad	Kaushalya The SkillUniversity	2023	7.91 SGPA
M.S.W	Department Of Social Science	GU	2023	Running

## » PRIMARY SKILLS

- SOFT SKILLS : Communication, Leadership, Teamwork, Creativity, Critical Thinking, Time Management, Willingness To Learn
- HARD SKILLS : Recruitment, Worker Compensation, Employee Benefit

## » AREA OF INTEREUST

- HUMAN RESOURCE COMPLIANCE
- EMPLOYEE AND LABOUR RELATION
- ORGANIZATIONAL STRUCTURE

- **ASSISTED HR TEAM IN CONDUCTING BACKGROUND CHECKS, SCREENING RESUMES, AND SCHEDULING INTERVIEWS FOR POTENTIAL CANDIDATES, RESULTING IN A STREAMLINED HIRING PROCESS AND INCREASE EFFICIENCY.**
- **CREATED AND MAINTAINED EMPLOYEE RECORDS, ENSURING ACCURACY AND CONFIDENTIALITY OF SENSITIVE INFORMATION, WHILE USING HR SOFTWARE AND SYSTEMS.**
- **MOTIVATED, ORGANIZED, AND DETAIL ORIENTED FRESHER HUMAN RESOURCE PROFESSIONAL WITH STRONG COMMUNICATION SKILLS SEEKING AN OPPORTUNITY TO UTILIZE EXPERTISE IN ONBOARDING, BENEFIT PACKAGES, PERSONNEL MANAGEMENT RECRUITMENT, AND EMPLOYEE RELATIONS TO HELP AN ORGANIZATION REACH ITS FULL POTENTIAL.**
- **AIM TO BUILD EXCEPTIONAL TEAMS BY LEVERAGING A CREATIVE AND DATA-DRIVEN APPROACH TO HUMAN RESOURCES INITIATIVES.**

## » PERSONAL DETAILS

Name	Vishal Ashvinbhai Vala
Date of Birth	24 <sup>th</sup> November, 1999
Present address	A19. Maruti Tenement Near Bhavna High School, Vastrapur, Ahmedabad
Gender	Male
Marital Status	Unmarried
Languages Known	» Gujarati (Mother tongue) » Hindi » English
Strengths	» Passionate to the work » Leadership capability » Positive mentality towards work
Hobbies	» listening music » travelling » watching

## » DECLARATION

Now Acknowledge & authenticate, that every bit of information mentioned in this document is correct by all means.

VISHAL A. VALA