

## PALAK PAREKH

### Masters of Business Administration (HR)

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#### **CARRER OBJECTIVE**

To work in an organization that will provide a forum for both professional and individual growth, challenging work environment that would help foster my managerial skills.

#### **EDUCATION**

**Masters of Business Administration**, Navrachana University , Vadodara, Gujarat

(MBA - HR)

Grade: 1<sup>st</sup> class

JUNE'20

**Bachelor Of Commerce**, Maharaja Sayajirao University, Vadodara, Gujarat

(B.COM –Accounting and Finance)

Grade: 1<sup>st</sup> class

MAY'17

**12th Standard**, Alembic Vidyalaya(GSHEB), Vadodara, Gujarat

Grade: Distinction

JUNE'14

**10th Standard**, Alembic Vidyalaya(GSEB), Vadodara, Gujarat

Grade: Distinction

JUNE'12

#### **PROFESSIONAL EXPERIENCE**

**I. Zithas Technologies Pvt. Ltd.**

OCT'20 - JAN'21

**HR&Admin - Executive**

##### **About company**

Zithas Pvt. Ltd. provides IT solutions for your business that will help it flourish in the market. We have a team of professionals holding expertise in varied fields who work towards bringing out the best solutions for your business related problems. With an experience of more than 12 years, we have worked for different kinds of clients who belong to different business fields which in turn has helped us improve and serve our customers better.

##### **Responsibilities**

- ❖ Recruiting new joining as per company requirements and standards policy.
- ❖ Lead all the documentation regarding joining and termination procedure and HR interview.
- ❖ Manage employees time keeping and salary.
- ❖ Giving induction and training based on hr rule & regulations and general policy of company.
- ❖ Maintain and update company policy.
- ❖ Lead organization function committee for any meetings or celebration.

#### **INTERNSHIP**

**I. Times of India**

MAY'19-JULY'19

**HR Intern**

##### **About company**

Originally called The Bombay Times and Journal of Commerce, the paper was founded in 1838 to serve the British residents of western India. At first published twice weekly, the paper became a daily in 1851 and changed its name to The Times of India in 1861.

##### **Learning Outcomes**

- ❖ Experience, education and skill with telephonic communication with the customer.
- ❖ Learn and closely observed customer expectation & preference.
- ❖ Learn about conduct meeting with customers.
- ❖ Learn about how to presentation, communication and writing skill.

**II. Astitva Foundation**

DEC'18

**Social Internship**

### **About company**

Formed in 2009, Astitva is a non profit organisation based out of Vadodara, India. Working to support and empower the differently abled whether physically or mentally. In addition to education and daily living activities, we also provide counselling and training programs as well as finding suitable employment for members.

### **Learning Outcomes**

- ❖ Organized Workshop for Adolescent And Puberty.
- ❖ Assisted in Day to Day chores of the Foundation.

## **DESSERTATION**

### **I.BRM Project**

#### **Study of employee engagement in, At the Fern an ecotel hotel, vadodara**

- ❖ When I started a research on that project I learn about how to management skill, with related to organization employee would be emotionally and instinctively.
- ❖ I also learn about the importance of employee engagement with the organization and also learn about process of employee's engagement and indicators of improved financial performance.
- ❖ I also learn some critical factors with lead to employee engagement like equal opportunity, pay and benefit, health and safety.

### **II.Final project**

#### **A study on employee perception towards performance appraisal, At IOCL Refinery, Vadodara**

- ❖ When I started research on that project, I learn the manner regarding evolution the general performance and efficiency about the promotion, placements & some action which required among the participant group.
- ❖ I learn about importance of performance appraisal & human resource management.
- ❖ I also learn about the function of human resources management like recruitment and selection, performance appraisal & training and development.
- ❖ I also have done some data analysis of that project.

## **SEMINARS/WORKSHOPS**

- ❖ Guest lecture/workshop-Learning and development in business strategy(by MR Mohit Surti)
- ❖ Corporate Visit- Civica India Pvt Ltd.
- ❖ Guest Lecture on Six Sigma (by MR Arnab Sarkar)
- ❖ I attend effect of covid-19 on human behavior ( by shri Gyanvatsal swami )

## **PROFESSIONAL & PERSONAL SKILLS**

- ❖ Leadership & Teamwork
- ❖ Problem solving and analytical skills
- ❖ Initiative & Adaptability to change
- ❖ Interpersonal and communication skills & Global orientation
- ❖ Strategic thinking and planning abilities
- ❖ Ability to leverage technology
- ❖ Time management and project management skills

### **CO-CURRICULAR ACTIVITIES**

- ❖ Volunteered for SHRP Conference Vadodara Chapter 2020.
- ❖ Organized Management Fest.
- ❖ Participate in various Inter house Competitions.

Regards,

Palak parekh