

# PRACHI PRAJAPATI

Address · 27/418 Shiv Apartment, opposite noble school, Krishnanagar, Ahmedabad

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## Personal Information

Full Name: Prachi Mahendrabhai Prajapati  
Gender: Female  
Marital Status: Single  
Date of Birth: 7<sup>th</sup> August 1997  
Language Proficiency: Gujarati | Hindi | English

## Experience

Triveni Global Software Services LLP/ HR Executive  
**June 2019 - PRESENT, Ahmedabad**

## Work summary

- Employee's Hiring and Exit Process through proper coordination with HO and payroll team.
- Employee Engagement Activities: To keep Employee engaged by different flavors of engagement activities like Monthly birthday Celebration, Festivals Celebration, Reward & Recognition.
- Conducting employee On Boarding and help plan training & development.
- Organize quarterly and annual employee performance reviews.
- Planning on new HR initiatives and implementation of the same for the employees
- Meeting & Guest arrangements and coordination as per business requirement.

## Skills

- MS Office
- Excellent communication skills
- Time management
- Optimistic
- Honest
- Dedicated to work
- Ability to complete the task in provided time with best efforts.

## Educational qualification

Education	Board / University	Institution	Percentage	Year of Passing
MBA (HR)	Gujarat Technological University	Chimanbhai patel institute	7.76 (CPI)	2019
BBA	Gujarat University	Som- Lalit College	62.3%	2017
HSC	Gujarat Secondary & Higher Secondary Education Board ,Gandhinagar	Noble Higher Secondary school	76%	2014
SSC	Gujarat Secondary & Higher Secondary Education Board ,Vadodara	Noble Higher Secondary school	71%	2012

## Academic Projects

- Visited Navjivan press and Havmor Company in the 2nd and 4th semester of BBA respectively and also prepared a report on that.
- Completed a Grand project on ERP (enterprise resource planning) system in the 6th semester of BBA.
- Visited Hallmark compressor limited and made a report for the partial fulfilment of Practical studies as a part of MBA SEM 2 program under the subject of Production and operation Management.
- Completed Summer Internship Project At Arvind Limited (Naroda) In CMG department and make a Report on it as part of MBA SEM 3.
- Completed Comprehensive project report at Rugved Hospital on Effectiveness of Training And Development as a part of MBA SEM 4.