**JYOTI JAIN  
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**Address:** 501,Himalaya Calista Jain Nagar,

Nr.Sanjivini Hospital, Paldi Ahmedabad

Pin Code - 380007

**CAREER OBJECTIVE:**

To associate with vibrant organization which allows me to put my competencies to the best use and add value to the organization contributing to growth as an individual.

**ACADEMIC QUALIFICATIONS:**

|  |  |  |  |
| --- | --- | --- | --- |
| **DEGREE** | **PASSING YEAR** | **INSTITUTE/UNIVERSITY** | **PERCENTAGE** |
| MBA (HR & Marketing) | 2017 | Teerthanker Mahaveer University,Moradabad | 75% |
| B.COM | 2015 | DELHI UNIVERSITY | 43.3 % |
| 12th | 2012 | CBSE | 51% |
| 10th | 2010 | CBSE | 61.6% |

**Experience Exposure:**

|  |  |
| --- | --- |
| Company Name | Hifab Aluminium Pvt.Ltd. |
| Designation | HR Executive |
| Duration | 7 February to Till |

**Roles & Responsibilities:**

* Recruitment
* Understanding manpower requisition from the concerned department.
* The requirement and accordingly drafting a job description and getting it approved from the concerned person.
* Sourcing candidates that matched the desired skills.
* Screening the candidates by conducting telephonic or personal interviews as the case may be.
* Encouraging the employees to provide reference for better prospects.
* Arranging for technical interview and coordinating with the concerned person.
* Communicating the employment status to the applied candidates.
* Maintaining and updating the database of the candidates.
* Doing a background verification of the shortlisted candidates.
* Induction and on-boarding.
* When a particular candidates is finalized and selected, giving him offer letter or letter of intent on joining the services , issuing appointment letter with brief working agreement or policies.
* Giving a description on the policies, procedures and culture followed by the company.
* Properly filling relevant documents of the new joinee as required.
* Introducing him/her to the team and supervisor and /or manager.
* Explaining the mode of communication.
* Coordinating with the IT team to get his/her email id made.
* HR policies an HR manual.
* If the company do not have an HR manual, drafting the same for the company.
* Making or Amending the existing policies and procedure.
* Attendance and leave records.
* Keeping a track of the attendance of the employees.
* Filing the leave forms and keeping a track of the leaves taken.
* Seeing to it that there is not much absenteeism on any given day.
* Seeing to it that no employee is irregular and if there are such people, taking corrective and / or preventive measures.
* Per romance management.
* Helping the seniors do performance appraisal in a better way by adopting better appraisal practices.
* Employee Engagement.
* Keeping a track on employee’s turnover and exit rate.
* Taking initiatives to engage the staff to their work.
* Taking the surveys in order to understand their engagement level and accordingly take actions.
* Planning events or activities regularly or on some occasions, getting those approved by seniors management and implementing those.
* Workforce Management.
* Handling the staff so that people are not dissatisfied with each other.
* Handling crosses culture things.
* See to it that there is no grouping or no dissatisfied person.
* Other employee related issues.
* Statutory Compliance.
* Leaves- as per the act that is applicable to you.
* Minimum salary PF/ESIC/ as applicable other compliance.
* Exit formalities.
* Conducting exit interviews of candidates who are resigning.

**KEY STRENGTHS:**

* Communication Skills
* Confident
* Love to learn new things
* Managerial Skills

**IT SKILLS:**

* Working experience of MS-Word, MS-PowerPoint, MS-Excel.
* Basic knowledge of Net beans.

**SUMMER INTERNSHIP**

**Final Project: 360 degree appraisal.**

* Company: Stalwart pharmaceuticals pvt.ltd.
* Duration: 1 Month 15 days
* Period: 01 June to 15 July

**CURRICULAR ACTIVITIES:**

* Participated in International Conference on topic “**Make in India**” at TMU (7-8th April 2016).
* Participated in **Abhivyakti** chart competition.
* Making Research paper on the topic of Performance appraisal.

**EXTRA CURRICULARS:**

* Participated in a cultural program of **SARASWATI PARIVAAR**.
* **Attended workshop of Disaster Management at shantikunj ,Haridwar for 1 week.**

# Personal details

Date of Birth : 16-sep-1993

Nationality : Indian

Gender : Female

Father’s Name : Subhash Jain

Mother’s Name : Manju Jain

Languages known : English, Hindi.

Hobbies : Motivate People, Listening Music

Marital Status : Unmarried

# Declaration

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

**Place:** Ahmedabad

**Date: JYOTI JAIN**