

# Jinal Gandhi

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📍 Ahmedabad, India [in](#) [Linkedin](#)

## ABOUT ME

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HR Executive with 3.5+ years of HR expertise in talent acquisition, employee relations, and organizational development. Committed to aligning strategic HR initiatives with business goals for enhanced employee engagement and organizational performance.

## DIGITAL SKILLS

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- Strategic HR Management • Employee Relations • Recruitment and Selection • Performance Management • Compensation and Benefits Administration • Training and Development • HR Policies and Procedures • HRIS Systems • Employment Law Compliance • Leadership and Team Management

## WORK EXPERIENCE

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### HR Executive @ X-Byte Technolabs

[Sep '22 - Present]

- Facilitated and executed HR strategies and initiatives aligned with the organization's overall business objectives, including talent acquisition.
- Established and maintained effective relationships with 7+ stakeholders, including senior management, department heads, and employees.
- Hired 100+ members in the team and groomed them in the projects as a team lead and handled clients efficiently.

### Talent Acquisition Officer @ Hiring Link Solutions

[Apr '21 - Aug '22]

- Pioneered the end-to-end recruitment process, including job postings, sourcing, screening, interviewing, and candidate selection, resulting in a reduction in time-to-fill and increased quality of hires.
- Optimized performance management systems including goal setting, performance reviews and development plans to enhance employee productivity.
- Elevated investigations into employee complaints and grievances, ensuring prompt and fair resolution while adhering to legal and company guidelines.
- Orchestrated accurate HR records and utilized HRIS systems to generate reports and analyzed HR metrics, providing data-driven insights to support decision-making.

### HR Coordinator @ Vardhman Consultancy

[Jan '19 - Apr '20]

- Cultivated in the recruitment and selection process, including posting job ads, screening resumes and conducting interviews.
- Facilitated support in administering employee benefits programs and have also maintained accurate employee records and updated HR databases.
- Assisted in the performance management process, including goal setting and performance reviews.

## EDUCATION AND TRAINING

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Company Secretary (CS), ICSI College  
B.Com, R J Tibrewal

[May '11 - Jun '15]  
[Apr '12 - Jun '15]