

Dimple Prajapati
Mobile No: 9725089072

Address: B-301, Anandbaug Apartment, Opp, Super School, Karmacharinager Road, Ghatlodia Ahmedabad.

E-Mail ID: dimple.prajapati95@gmail.com

Summary:

HR Professional with 6.5 years of work experience. Expertise in the areas of Recruiting, Sourcing, Team Handling, Vendor Management, HR Management, Sourcing, Interviewing. Salary Negotiation, Executive Hiring, Team Management. Proficient in recruiting candidates from all levels Junior Level to Senior Level Experience in IT Recruitment. Possess excellent communications and interpersonal skills.

Skills:

- End to end recruitment: Sourcing, Staffing, and on boarding candidates.
- Screening: Short listing candidates sourced through portal (Naukri, Monster, Times jobs, and LinkedIn) and validating them on their experience and interest on the role.
- Lateral Hiring: Identifying right candidates with required Skill set and experience and make sure that it should match with the requirement as per the job description.
- HR Round: Conducting HR round for the selected candidates and negotiating salaries on company, standards.
- Promptly informing the rejected candidates about the reason for the rejections.
- Computer Skill: MS Office (Word, Excel, PowerPoint, Outlook).

Organization: Nine Media Center LLP.

Designation: HR Executive

Duration: 01-08-2021 to 30-04-2023

Roles and Responsibilities:

1. Recruitment and Selection, 2. Handling End-End to Recruitment process 3. Talent mapping 4. Joining formalities. 5. Generating the offer letters.

Employee Orientation:

1. Induction Presentation 2. Joining documentation 3. Access to internal systems 4. Appointment letter coordination 5. Initial Performance Review (30/60/90 day's process)

Induction and Joining Formalities:

1. Arranging Induction program 2. Joining Formalities, Employee code generation.

Employee Management: -

1. Responsible for handling employee grievances related to Day-to-day operations, Team policies, management etc. 2. Implementing Employee Retention policy to retain the best talent. 3. Involved in many other Employee Management related activities as well.

Payroll Process:

1. Handling all the activities related to HR Dept. like performance appraisal, employee relation, salary admin and other activities along with recruitment. 2. Handling end to end payroll of employees and Responsible for salary and statutory payouts. 3. Responsible for Full & Final Settlement including of retrial such as PF, etc. of all resigned employees in time. 4. Proper accounting of payroll cost. Doing necessary changes if required. 5. Leave management 6. FORM FILLING-ESIC, PF, PT, (Online) 7. Employee Master, Payroll Data etc.

Organization: Technosius Pvt Ltd.

Designation: HR Executive

Duration: 27-04-2016 to 30-07-2021

Roles and Responsibilities:

- Improve Work Culture, Team morale and Cohesion within group by conducting Activities.
- To organize various Employee engagement activities.
- Handling Onboarding, Induction and Separation.
- Drive and implement HR Policies and procedure.
- Support talent acquisition team in planning modus operandi for hiring.
- Working on HR MIS reports like head count, attrition, issue log etc.
- Managing all in house Engagement activities, festival celebration, Reward and Recognition.
- Working in coordination with management for the updating of policies on time.
- Drive Increment process and performance management.
- Maintain Leave report and Leave management.
- FORM FILLING-ESIC, PF, PT, ETC
- Employee Master, Payroll Data.

Recruitment from junior level to higher Level by Using Various Job Portals.

- Handling bulk hiring as well as campus recruitment
- Final Selection and decide salary range and salary negotiation.
- Look after the manpower requirement/Planning.
- HR Documentation and employment agreement.
- Framing Yearly Policy and implementation. Making Yearly Holiday Calendar.
- Manage Corporate Salary Account, Handling Salary process with statutory compliance.
- Handling Payroll, Appraisal and Employee information.
- FNF of Employees and Exit Formalities.
- Manage HR Letters for Example Offer letter, Appointment letters etc.
- Leave management.

EDUCATIONAL QUALIFICATION:

B.K.School Of Business Management 2017

R.J. Tibrewal Commerce College -Ahmedabad 2016

- **Professional Training and Practical Exposure - As Management Trainee at Métier HR Services**

Course: Advance Diploma in H R Generalist Functions

During my training at Métier HR Services, I was given exposure to the following areas:

Compliances: EPF,ESI (Employee's State Insurance) - Calculations, Various Forms, Challans & Returns, Gratuity (Central) Act, Equal Remuneration Act, Workmen Compensation Act, Various other Legal Acts, Rules & Regulations

Payroll: Salary Components, Designing CTC, Salary Processing, Attendance System Full & Final Settlement, Professional & Income Tax, TDS, LOP, HRIS, Practical Exposure on processing salaries by Payroll Software

Other HR Functions: Performance Management & Appraisal System, SWOT Analysis, Appointment & other Letters, training and Induction, Ice Breakers, HR Jargons, HR Dashboard, HR Audits, Attrition Management, ER Management

Recruiter: Recruitment Policy and Implementation, Manpower Planning, Pre-Screening Interviews, RPO, Post Recruitment & Joining Documentation, Headhunting, Job Portals & other Recruitment Channels, Life Cycle of Recruitment Process, Recruitment Tracker, Recruitment Process Metrics, KRA's, TAT, SLA, Blue Collar Recruitment

PERSONAL DETAILS:-

Father's Name : Mr. Hasmukh Prajapati
Marital status : Married
Birth Date : 03/06/1995
Gender : Female
Language : English, Hindi and Gujarati
Nationality : Indian