VIDHI THAKKAR

Human Resources Finance Data manager

📞 9913905409   @ vidhithakkar.409@gmail.com   📍 Ahmedabad

SKILLS

Programming	Data management
Communication	Research
Finance	Data analysis
Reporting	

LANGUAGES

English Proficient ●●●●○

Hindi Native ●●●●●

Gujarati Native ●●●●●

SUMMARY

Human Resources with data management and finance data management in corporate. Highly skilled handling personnel management, managing and analysing data. To seek and maintain full time position that offers professional challenges utilising interpersonal skills, excellent time management and problem solving skills.

EXPERIENCE

Human Resources Finance Data manager

Technowire Data science limited   📅 05/2023 - Present   📍 Ahmedabad

Roal & Responsibilities:
- As Human Resources Finance Data Manager, Roal & Responsibilities:
- Analyzing & organizing structured and unstructured data from various sources for Data Management
- Record data and data entry inputs
- data management in Excel and prepare data sheets
- mailings
- Management in CRM software for making Data reports
  - making invoice
  - making proposals
  - Traking payment records
  - prepare data sheets
- manage Human Resources procedures like:
  1. Hiring process
  2. Taking Interviews
  3. Onboarding procedure with prepare each and every onboarding documents like,
  - offer letter
  - Appointment Letter
  - Experience letter
  - Termination letter
  - warning letter
  - showcause notice
  - Appraisal letter
  - daily work report
  - Daily performance Report
  - Daily Attendance Report
  - generate I'ds and code
- Manage payroll

Human Resources Data manager

Aquarius Management   📅 11/2021 - 04/2023   📍 Ahmedabad

Roal & Responsibilities
- Data management
- Human Resources backend work

Data management Executive

Cornea clinic   📅 08/2020 - 03/2021   📍 Ahmedabad

Roal & Responsibilities
- Data management

Phlabotomist

Aims hospital   📅 05/2018 - 06/2018   📍 Ahmedabad

Roal & Responsibilities
- Blood anatomy

EXPERIENCE

Data management associate

Dr shah hospital 📅 09/2014 - 08/2016   📍 Ahmedabad

Roal & Responsibilities

· Data management

EDUCATION

Sas programming

Cytel(cliplab) 📅 05/2018 - 10/2018   📍 Ahmedabad

· Statistical analysis system programming

Medical laboratory Technologist

Mediplanat institute of medical sciences

📅 06/2017 - 06/2018   📍 Ahmedabad

· Pathology laboratory Technologist

Bsc

K.k shah Jarodwala maninagar science college

📅 07/2013 - 04/2016   📍 Ahmedabad

· Chemistry