



# Jalpa. H. Goswami

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## Objective

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Effective in planning and committed to predetermined action and have passion for excellence.  
A keen Communicator with honed problem solving and analytical abilities and can work under pressure. Love Learning new concepts and skill.

## Work Experience

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### **Company: Prism weblink LLP (May 2022 to Current)**

**Designation:** HR & Admin Executive

**Work Profile:** Handling End-to-end Recruitment Process.

- Sourcing the candidate by using a job portal, Database & LinkedIn, indeed, Work India, Naukri.com.
- Screening Resumes
- Performing in-person interviews and Phone Interviews with candidates.
- Performing reference and background checks
- following up on the Interview process status
- Salary Negotiation
- Preparing Job Offer
- Joining Formalities

### **Company: JBS Academy Private Limited (February 2021 to April 2022)**

**Designation:** Business Development officer

**Work Profile:** Inhouse selling,

- Online class monitoring,
- Faculty coordination.

### **Company: R.J Enterprise (September 2017 to August 2018)**

**Designation:** Accountant

**Work Profile:** Making bill in software

- Client coordination, accounting, word, excel power point and general work
- Quotation raises as per rate contract and sending client.

### **Company: ICICI Prudential life Insurance company limited (February 2015 to August 2017)**

**Designation:** Administrative Executive

- **Work Profile:** Managing all branch Activity,
- Billing upload in software
- Vendor coordination.

## ○Education

	College/School Name	University/Board	Year	Percentage/ CGPA
B.com	Shri shajanand Arts & Com. Collage	Gujarat University	2017	55%
HSC	AG High School and G & D Parikh Higher Secondary School	G.S.H.E.B	2013	80.07
SSC	Samarth Vidhya Vihar	G.S.H.E.B	2011	75.11

## ○Skills

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- Willingness to learn new thing.
  - Effective convincing power.
  - Self-motivated and punctual.
  - Strong verbal and written communication skills, Teamwork.
  - Human Resources, Interviewing, Hiring, Recruiting, Sourcing
  - Self-motivated, strong leadership skills, Team Oriented

## ○Computer Skill

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- M.S. Office
  - Internet Browsing

## ○Hobbies

- Travelling
- Reading
- Music

## ○Personal Detail

Gender : Female  
Nationality : Indian  
Language known: English, Hindi, Gujarati.  
Date of birth : 03-10-1995

## ○Declaration

I do hereby declare that the above information is true according to the best of my knowledge.