

Parth Dhokai

Mob: +91-97240 62602 | 70169 78814 | Email: parth.dhokai@gmail.com
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An individual with 7+ years of experience into various HR functions who is seeking a challenging and a performance-oriented role in Human Resources; to acquire new learnings and improve every day

PROFESSIONAL SUMMARY (Amalgamation of the entire journey)

- Part of End-to-End recruitments (Campus recruitments too).
- On-boarding, Induction & Documentation.
- **Salary Negotiation.**
- **Touchbase new joiners** for their feedback(s) in regular intervals till their probation completion and/or as per the need.
- **Employee Relations.**
- **Policy & Process** Formulation, Amendment(s) & Implementation, as and when needed, **aligning to legal and business requirement(s).**
- A **bridge between employer and employee(s)** for any communication/implementation in regard to policies and/or processes.
- **Grievance Handling** by talking to relevant people involved in that particular situation (Taking people over tea/coffee and letting them talk does the trick for me).
- **One-on-One** meeting(s).
- **Preparation of various surveys.**
- Intimating the Lead(s)/Manager(s) on pending yearly and half-yearly reviews.
- Part of **performance review** meeting (**Appraisals**).
- **Identifying training needs** for **new recruits** as well as the **existing employee(s)** based on the communication with the leadership team.
- **Implemented strategies** to support employee(s) on their internal development; vertical and horizontal growth.
- **Facilitated IJPs (Internal Job-Posting)** process.
- **Collaborating with leadership** and **coach/guide** them on people related issues, if required.
- Basic know-how of Payroll.
- **Resource, Leadership and Succession planning.**
- **Attrition analysis** and identifying the **scope of retention**, in case, for the deserving employee(s).
- **Preparation of SOPs** by coordinating with geographically dispersed HR team.
- Been a POC for **Naukri** and **Background Verification vendor.**
- Acted as a **POC to compliance auditors** for the yearly audit, with eCW & Sterlite, for all the HR functions but payroll.
- Knowledge on different **HRMS tools.**
- Had been to **People Matters - L&D** conference at Mumbai.
- Awarded **Rising Star** for the best performance in the team.

SKILLS

- **Cost-effective**
- Excellent **Communication & Interpersonal** skills
- **Presentation** skills
- Good **Observer** which caters me the **psychological understanding** about people's mindset. (**People Skill**)
- **Leadership**
- **Program Manager (Can design programs for Retention)**
- **Can amicably conduct termination**
- **Analytical and Pragmatic** approach

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CAREER PROGRESSION

- ❖ Feb 2021 – till date: Sterlite Technologies
Designation: Assistant Manager - HR
- ❖ March 2019 – Feb 2021: Codal Systems
Designation: Associate HR Manager
- ❖ March 2014 – March 2019: eClinicalWorks Pvt Ltd
Designation: HR Executive
- ❖ Nov 2013 – February 2014: Ace India Consultancy
Designation: HR Executive

ACADEMIC PROFILE

- Pursuing Post Graduate Diploma in Human Resources (PGDHRD).
- Bachelor of Information Science (BE.IS) from Srinivas Institute of Technology, Mangalore, Karanataka.
- 12th from Shri Krishna Higher Secondary School, Rajkot, Gujarat.
- 10th from Mithapur High School, Mithapur, Gujarat.

PERSONAL DETAILS

Language(s): English, Hindi & Gujarati.

Interest(s): Reading, Networking & Sports.