

Mrs. Jayshree Singh
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Objective:

Seeking a position where my knowledge can be shared, enriched and contributes effectively for the growth of organization with the best of my efforts.

Professional Work Experience:

Worked at Aimtron electronics Pvt. Ltd. Waghodia (GIDC) as a HR assistant for 6 months.

Job responsibility was to coordinate among the Production & Finishing Department and, following all the HR & Administration processes for the organization.

Worked at Dhiraj hospital Pipadiya for 5 months as a back office work executive.

Job responsibility for IPD /OPD records

Worked at Sharma surgical & engineering pvt. Ltd. Waghodia (GIDC) as a QA executive & QC incharge from 2 years.

- Documentation (issue documents for batch record)
- Management of quality control department.
- Also worked at quality checking area.
- Monitoring production according to batch order.
- LHR review.
- Inprocess Quality Check.
- Preparation of Test Request
- Preparation Of Product Specification.

Worked at parmar plastic & polymer pvt. Ltd. Waghodia (GIDC) as a HR assistant for 1 year.

Job responsibility was to coordinate among the production and finishing department following all the HR and Administration process for the organization

- Manage phone calls and correspondence (email)
- Maintaining physical and digital personnel records like contracts.
- Contact candidates as needed, schedule job interviews and arranging exit interviews.
- Creating leave cards of all employees at the end of every month.
- Organizing induction program for new employees.

Working at Sanya Group of Company as a Relationship manager for 1 year & continuing.

Job responsibility was to manage phone calls and correspondence (email).

- Managing relationship with customers.
- Conducting customer interviews.
- Identifying and communicating customer needs.
- Ensuring customer satisfaction.
- Resolving customer issues and concerns.
- Developing and implementing marketing strategies to grow the customer base.
- Contact candidates as needed, schedule job interviews and arranging exit interviews.

Educational Qualification

Education	Specialization	University / Institute	Year	Grade/percentage
Masters of Business Administration	HR	Parul Institute of Mgt. & Research[GTU]	2014	FIRST CLASS
Bachelor of Arts	Arts	C.N.P.F Collage of Arts	2012	PASS
H.S.C	Arts	Gujarat Higher Sec. Education	2009	DISTINCTION
S.S.C		Gujarat Higher Sec. Education	2007	PASS

Computer Proficiency:

Computer & office Automation, Microsoft Office

Assignments Undertaken:**Trimester 1:**

Company Name: 20 Microns company ltd waghodiya.

Duration: 15th June 2013 to 5th August 2013

Topic: Performance Appraisal.

Trimester 2:

Company Name: Kaira district Co-Operative Milk Producers Union Ltd.

Duration: 6th Month 2014

Topic: Job Motivation at Amul, Anand

Positive Virtues:

- Polite and patient in nature
- Optimistic approach;
- Believe in team work and Individual contributor;
- Good Team Leading Skills;
- Confident, initiative, focused and Hard Working.

Personal Profile:

Father's Name : Mr. Hirabhai Parmar
Husband Name. : Mr. Shashank Singh
Permanent Address : A/77, Shiv Bungalows, Nr, khatamba bus stand, Waghodia road,
Baroda, 390019.
Date of Birth : 10th Dec, 1991
Gender : Female
Nationality : Indian
Marital Status : Married
Language Known : English, Hindi, Gujarati

Hobbies / Interest:

- ❖ Reading Books
- ❖ Travelling
- ❖ Like to interact with people.

I hereby declare that all the details above are correct.

JAYSHREE PARMAR.