

Jainish Parmar

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Ahmedabad

SUMMARY

To believe in delivering my best efforts to achieve goals. I am confident, enthusiastic and goal oriented person. I am an ambitious, sincere and committed to work.

EXPERIENCE

HR Executive

FASTTRACK HR SERVICES PVT. LTD

01/2016 - 07/2016 Ahmedabad

- Manage the prescreening of candidates, and propose candidate shortlist to the responsible HR and operational managers
- Follows up with candidates to complete paperwork on time
- Perform reference and background checks
- Assist with AAP reporting and recruiting process tracking
- Utilize recruiting methods to identify and attract top performing professionals within the all industry

HR Executive

Professional Edge Consultancy

10/2016 - 07/2017 Ahmedabad

- Assist in conducting and cooperating for quarterly group of companies HR manager meeting
- Specially working with insurance industry
- Collaborate and participate actively in the development of HR solutions with line managers
- Leaver management: ensure the prompt and accurate processing of leavers and generate documentation, data management, file management
- Team with HR Manager in implementing key HR activities e.g. succession planning, talent management

HR & Sales Admin

Zydus Healthcare Ltd.

02/2017 - 02/2021 Ahmedabad

- I used to handle Admin work, where those people who worked Marketing Representative in filed
- Paperwork of new joiners create and handle the whole profile in our personal frontline software
- Looking after expenses of MR, Prepared MIS data in Excel
- F&F process from admin end
- MCR doctor list & chemist updating
- Dispatching laptops in all India, maintain the report in Excel
- Check the expenses of BO/ABM/RBM/ZBM. Update in the Frontline Software

HR Recruiter

WeSage BPM. Pvt. Ltd.

09/2020 - Ongoing Ahmedabad

- Manage the prescreening of candidates, and propose candidate shortlist to the responsible HR and operational managers
- Utilize recruiting methods to identify and attract top performing professionals within the all industry

LANGUAGES

Gujarati

Native



English

Proficient



Hindi

Proficient



EDUCATION

Bachelor of Commerce

Gujarat University, Ahmedabad

04/2011 - 04/2014

Masters of Commerce

Gujarat University, Ahmedabad

04/2014 - 04/2016

COURSE

Tally ERP 9

SKILLS

Administration

Recruiting

PASSION

Music

Cricket

Travelling

Wildlife Photography

FIND ME ONLINE



LinkedIn

www.linkedin.com/in/jainish-parmar