

Divyarajsinh Jadeja

Jadeshwar society , halvad road , Dhrangadhra - 363310

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Objective

I am looking for a challenging role as a Human resource manager or any associated role in administration department of an well reputed organization where I can utilize my skills . My objective is to secure a Human Resource Management position that will allow me to apply my skills and education to contribute to organizational success.

Education

- **Masters in business administration (HR)** 2021 - 2023
S.k.Patel institute of management and computer studies/Kadi Sarva Vishwavidyalaya
Result pending
- **Bachelor in business administration** 2018 - 2021
B.p.College of Business Administration / Kadi Sarva Vishwavidyalaya
7. CPI
- **Higher school certificate (Commerce)** 2016 - 2018
Ultra vision academy
74 %
- **Secondary School certificate** 2016
Saint Hilary School
93 percentile

Skills

- Analytical and Critical Thinking, Attention to Detail, Good Telephone Etiquette, Dependable and Responsible, Planning and Coordination, Interpersonal Communication, Teamwork and Collaboration,

Experience

- **Ims people** June - 2022 - August - 2022
Jr.recruiter
Interactive manpower solution (ims)
.
Reviewed job descriptions to identify keyqualifications
Screened resumes and applications to identifypotential candidates
Conducted phone screens to identify qualifiedcandidates
Scheduled interviews with qualified candidates
Conducted reference checks for qualifiedcandidates
Recommended qualified candidates to hiringmanagers
Education
Developed recruiting strategies to identify qualified candidates and build network.
Collaborated with hiring managersunderstand job requirements and expectations.
Evaluated strengths and weaknesses of candidates through effective screening processes.
Built strong relationships with internal and external candidates to ensure an excellent hiring experience.
Studied job descriptions and qualifications to determine applicant requirements.

Projects

- **A study on Training & Development Effectiveness in employee of pharmaceutical company**
Overall, the study's results indicate that training is an essential tool for employee development and can have a significant impact on the organization's success. The findings can be useful to the pharmaceutical industry in designing and implementing effective training programs for their employees.
- **Basics of Entrepreneurship**

Completed Basics of Entrepreneurship course of Wadhvani Foundation organized by SKPIMCS.

- **One dollar venture**

Completed one dollar venture project organized by S.K. Patel Institute of Management & Computer Studies.

Activities

- Participation And Certification Courses: • Attended workshop of HR specialization organized by S.K. Patel Institute of management and computer studies. (Topic: IR, HRD, Recruitment, Labor Laws, Expert session on HRM, Entrepreneurship)

Internship

- **Sunray Ceramics : 45 days**
Human resource department

Performs periodic audits of HR files , records to ensure that all required documents are collected and filed appropriately.

Provides clerical support to the HR department.

Assist with payroll functions including processing, answering employee questions, fixing processing errors, and distributing checks

Languages

- English Beginner (A1) Hindi Elementary (A2) Gujarati Native language

Additional Information

Personal details :-

Name : Jadeja Divyarajsinh

Address : 1, "Maa Ashapura" bhuvaneshwari residency, near shiv shakti society halvad road , Dhrangadhra - 363310

Phone number : +919537026808

Gender : Male

Marital status : unmarried

Date of birth : 06/12/2000

Reference

- **Krupa mehta - Kadi sarva vishwavidyalaya**
Professor
+91 97243 36400

Declaration

- I hereby declare that the information above mentioned is correct up to my knowledge and bear the responsibility for the correctness of mentioned particulars.



DIVYARAJSINH JADEJA