Hetal Thakkar

Mobile No. 7048884203

Email Id: [hetu2thakkar@gmail.com](mailto:hetu2thakkar@gmail.com)

HR Professional with 5+ years of experiences in different areas of HR i.e. Talent Acquisition, Learning & Development, PMS, Employee Counseling, Employee engagement activities, Manpower Planning, Budgeting etc. My greatest strength is Communication and Multitasking. It enables me to work successfully on so many functions at time.

**Profession Experience**

**2017-18** – Narayana Multispeciality Hospitals, Ahmedabad Unit (10 Months)

**Present – Senior Executive – Human Resource**

* Conducts annual training and development needs assessment.
* Process training and development programs and objectives.
* Preparing and monitoring spending against the departmental budget.
* Obtains and / or develops effective training materials utilizing.
* Trains and coaches managers, supervisors and others involved in employee development efforts
* Plans yearly, quarterly, monthly, training and engagement calendar, organizes and facilities to ensure employees have knowledge of training and development events and resources.
* Conducts follow-ups studies of all completed to evaluate and measure results.
* Exemplifies the desired culture through floor walk observations and grooming as well as service excellence adults.
* Managing Reward and Recognition programs for all level of employees.
* Works effectively as a team members with other members of management and the HR staff for MIS reports and NABH tasks.
* Involved in PMS activities from preparing data till PMS discussions with individuals and HODs.
* Initial screening interviews of each candidate.
* Disciplinary issues / Grievances – Redressal of grievances amongst employees, counseling Issuing Caution / Warning letters, and Show cause Notices, Charge sheets regarding Absenteeism and other misconduct.
* Tracking the performance of employees on a monthly basis in coordination with HODs and supervisors.
* Conduct process and policy oriented training for credit, Operation, Sales and Business development department.

**2017-2013** – MAS Financial Services Limited, Ahmedabad. (3 Years 9 Months)

**Senior Executive – Human Resources**

* Talent Acquisition – Was Managing end-to-end Talent Acquisition Process for six states across levels across functions which involves Manpower Planning as per expansion and new products and Forecasting, Screening each candidate through face to face interview, Conducting Interviews with Management, Background Checks, Compensation Negotiation and Timely Closure of Manpower Targets.
* Employee Engagement – Organizing various employee welfare initiatives like Women’s day celebration, Celebration of various festivals, Employee awareness program on health etc.
* MIS – Preparing and reviewing various reports on recruitment. Was tracking performance of each recruiter working under my guidance.
* Managing and guiding team of recruiter to get recruitment done on timely bases.

**2012-2013** - McCoy Management Service Limited. Ahmedabad (4 Months)

**Executive – Recruitment**

* Was handling recruitment for various industry like Finance, Banking, IT, Engineering etc.

**Academics**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Awarding Board** | **Institutes** | **Year of Passing** |
| 12th | Gujarat Board | Demo Cretic Higher Sec. School, Ahmedabad | 2008 - 2009 |
| B.Com | Gujarat University | Navgujarat Campus | 2009 - 2012 |
| Diploma | S.L.U. Arts & Commerce collage, Ahmedabad | S.L.U. Arts & Commerce collage, Ahmedabad | 2012 - 2015 |

**Computer Skill**

Knowledge of MS Word, Excel, Power point & Outlook.

Date of Birth : 30th July 1992

Marital Status : Unmarried

Whereabouts : Ahmedabad (Preferred Locations are Baroda, Surat & Mumbai)