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| Jigar Gajjar   |  |  |  | | --- | --- | --- | | Human Resources Manager | Gujarat, Ahmedabad | +919033438396 | | |
| Details Gujarat, Ahmedabad  +919033438396  [Jigar.gajjar18@gmail.com](mailto:Jigar.gajjar18@gmail.com) Links [LinkedIn](https://www.linkedin.com/in/jigar-gajjar-2abb0218/) Skills  |  |  | | --- | --- | | Performance Management | | |  |  |  |  |  | | --- | --- | | Human Resource Information Software (HRMS) | | |  |  |  |  |  | | --- | --- | | Onboarding | | |  |  |  |  |  | | --- | --- | | Employee Relation | | |  |  |  |  |  | | --- | --- | | Payroll Processing | | |  |  |  |  |  | | --- | --- | | Knowledge of Regulations and Compliance | | |  |  |  Hobbies Visiting new place, exploring new gadgets, Singing, listening to music, playing games like snooker. Languages  |  |  | | --- | --- | | Hindi | | |  |  |  |  |  | | --- | --- | | English | | |  |  |  |  |  | | --- | --- | | Gujarati | | |  |  | | |  |  | | --- | --- | |  | Profile |  |  |  | | --- | --- | |  | Experienced and self-motivated Human Resources Manager with more than seven years of industry experience overseeing the Human Resources Department of a IT company, and working to implement programs and changes that enhanced the company. Highly competent communicator skilled in developing initiatives that improve company profitability and growth. Bringing forth a proven track record of successfully managing Human Resource efforts and leading teams to work toward company goals. |  |  |  | | --- | --- | |  | Employment History |  |  |  | | --- | --- | |  | HR Manager at Elision Technologies Private Limited, Ahmedabad August 2022 — Present   * Managed virtual and onsite on boarding and off boarding. * Effectively utilized Human Resources Information Systems. * Managed and lead a 3 person team of Human Resources Professionals. * Planned and coordinated company events to promote engagement and unity. * Assisted in the recruitment process. * Identified and recruited highly qualified talent via ATS, job boards, and personal networks. * Created and implemented employee rules and guidelines. * Helped to ensure employee retention by listening and understanding the desires and needs of employees. * Ensured that all company HR procedures and guidelines are followed. * Helped to oversee employee benefits and compensation packages. * Assisted with the development and dispersion of the HR employee manual. * Assisted in on-boarding and training. * Reviewed and assessed resumes sent in by job applicants. * Distributed employee handbooks and answered questions and concerns. * Organized and maintained employee records.  Human Resource Manager at Infrassist Technologies Pvt. Ltd., Ahmedabad April 2021 — August 2022 HR Executive at Infrassist Technologies Pvt. Ltd. , Ahmedabad August 2019 — August 2020   * Managing  end to end recruitment & induction of candidate and ensure smooth on-boarding. * Hire using portals like Naukri.com, Indeed, whatsapp group and LinkedIn for hiring. * Maintained positive connections with all potential and placed talent. * Proactively work on recruitment based upon expected future requirements. * Connect/Coordinate with colleges for Campus placements. * Have quarterly 1:1 meet with all the employees and create 360 feedback to understand pain areas and resolve queries/concerns. * Initiate skip level meeting to understand the concerns raised by executive level people. * Handling payroll (including leave & attendance) management. * Consult with top management on strategic planning and serve as link between organization management and employee. * Design job descriptions. * Effectively utilize and maintain Human Resources Information Systems (Emgage). * Planned and coordinated company events to promote engagement and unity. * Created and implemented employee rules and guidelines. * Helped to ensure employee retention by listening and understanding the desires and needs of employees.  Senior US HR at Rang Technologies, Vadodara April 2018 — February 2019 US HR at Rang Technologies, Vadodara July 2017 — March 2018   * Responsible for audit on-boarding process of the consultants * Review the background check reports (criminal, employment, education, reference, credit, etc) * Checking up on insurance process for employees and helping assistant manager in hr duties (hr generalist profile). * Coordinate with hr operations and delivery team to complete the on-boarding process for smooth and timely delivery. * Coordinate with hr operations, legal & contracts and accounting team to ensure adherence of client sla’s. * Contribute to internal and external client audits. * Ensure adherence of all clients related compliance (contractual, sow and change requests). * Processing various letter request of employees. * Audit/review documents of consultants; maintain and update their current work authorization status. * Train new employees on process and various work authorization information.  Operation Executive at Collabera, Vadodara May 2015 — July 2017   * US HR Operations Executive initiates and completes the On boarding processes per the norms of Collabera, US State & Federal Govt. & Collabera's Clients * Communicates efficiently with the prospective employees about the framework of Collabera’s policies and the US Department of Labour and other parties that may be involved. * Should be able to analyze and verify all the documents received from prospective employees to confirm true identity and resolve deficiencies if any and get onboarding completed within pre-defined Service Level Agreements * Create and maintain a positive employee experience * Coordinate with external Vendors - Business Partners, Background Verification agencies, Vendor Management Organizations, Procurement teams, etc. to complete statutory requirements in line with Collabera and their Client policies * Coordinate with the internal teams to make sure that tasks are brought to a logical conclusion in a defined timeframe * Resolve Billing problems including P.O. extensions, invoice rejections, and P.O. budget issues. Following up with the client/sales teams for P.O. s. This includes entries in appropriate systems and notifying the right people once the problems have been resolved * Take part in Collabera internal audits-fixing errors |  |  |  | | --- | --- | |  | Education |  |  |  | | --- | --- | |  | SSC, BARODA HIGH SCHOOL (ONGC), VadodaraHSC, DON BOSCO HIGH SCHOOL, VadodaraBachelor of Commerce, M.S. UNIVERSITY, Vadaodara 2010 — 2013  Specialization was Advanced Accounts PGDM, Parul University, Wagodia 2013 — 2015  Duel specialization with Major as HR and minor was Finance. |  |  |  | | --- | --- | |  | Internships |  |  |  | | --- | --- | |  | HR Intern at Eureka Forbes Ltd., Vadodara May 2014 — June 2014   * *Marketing of job in sales* * *Holding interviews* * *Application of theoretical knowledge into practicality* * *Handling people at workplace* * *Learning Communication skills* * *Dealing with different type of people* |  |  |  | | --- | --- | |  | References |  |  |  | | --- | --- | |  | References available upon request | |