

**Jinal Mandora**

**Mobile:** 7990285094 **| Email:** [jinal.mandora@gmail.com](mailto:jinal.mandora@gmail.com)

**Professional Summary:** 6 years of experience in Human Resource. Work efficiently with Human Resources, business colleagues and leadership team regarding recruitment, performance management, restructuring, training and special projects. Exposure in handling various HR functions like Employee Engagement, Employee Recognition & Rewards, Policy Implementation, HR Operations & General HR Administration. Revolutionizing HR operations for corporate entities using demonstrated proficiency in program management, payroll management, employee recruitment & retention, contract negotiations, and benefits administration. Knowledgeable advisor to organizational leaders.

**Experience**

**Aar Ess Exim Pvt. Ltd | HR Admin Assistance Since Jan 2021 | Talent Acquisition Executive - July 2019 to Dec 2020**

* Work with Human Resources and Talent Management and Organizational Development to ensure the new-hires process is proactively managed Schedule appointments, organize and maintain staff personnel files, travel arrangements and expense reports, annual budget, train new HR staff Coordinate the monthly Service Anniversary and Employee of the Month recognition ceremony, assist with company events
* Utilize online recruiting services in researching and contacting candidates. Create and disseminate job advertising to various social media. Conduct training programs that leads to up skilling of employees. Design succession plan across levels for optimum utilization of Talent, Skill and knowledge in an efficient manner.
* Organizing employee engagements & OD programs and ensuring prompt resolution of employee grievances & maintaining cordial employee relations. Defining KPIs/Goals to facilitate PMS, identifying skill gaps and facilitating learning & capability building programs. Manage employee metrics at all levels.
* Analyze different components of the remuneration scheme in the organization across the region and prepares reports about the internal equity and external competitiveness. Participate in compensation surveys and analyze financial data to summarize findings and make recommendations about total rewards programs.

**Business Process Outsourcing | Tata Consultancy Services | Jan 2018 - June 2019**

* Define the set of strategic, core and support processes that transcend functional and organizational boundaries, identify and describe external entities such as customers, suppliers, and external systems that interact with the business and describe which people, resources and controls are involved in the processes.
* Interacting with various business users Prepare Business requirements documents, author system design documents and articulate functional requirements clearly via system design documents and functional specification documents. Author documentation to transition knowledge to end users and support team
* Build Business requirements documentation, lead and drive organizational transformation activities Lead functional projects. Lead functional and integration testing of assigned projects including building of test plans using the business use case. Provide go-live project support and facilitate knowledge transition

**Branch Service Partner | Yes Bank Ltd | Jan 2016 - May 2017**

* Performing clerical and administrative duties Balancing all money transactions and paperwork Supporting the bank sales team. Compliance to all regulatory and auditory requirements
* Set up of branches from their nascent stages to increasing of the book size manifold. Concentrated focus on all product lines and products offered by the bank. Increasing the value proposition of the bank with high-net-worth clientele. Implementing the best practices in the industry to enhance the customer base
* Increase employee value proposition for the teams. Driving challenging targets set by the bank consistently. Manage entire gamut of business in line with growing organizational needs

**Education**

* PGD Finance Ahmedabad Management Association | 2013 – 2014
* HR Certificate Ahmedabad Management Association | 2013
* Bachelor of Commerce R.J Tibrewal Commerce College | 2011 – 2013

**Jinal Mandora**