

ZEEL CHAUHAN

HR ADMINISTRATOR

CONTACT

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EDUCATION

2023 - Present

PARUL UNIVERSITY, VADODARA

- MBA in HR (Distance Learning)

2019 - 2022

GUJARAT UNIVERSITY

- Bachelor of Commerce

SKILLS

- Administration
- Management
- Recruitment
- Training & Development
- Payroll Management

IT SKILLS

- MS Excel
- MS Word
- PowerPoint
- CRM Tools

LANGUAGES

- English
- Hindi
- Gujarati

PROFILE SUMMARY

HR Administrator with 3.5+ years of experience in employee relations, recruitment, HRIS management, and organizational development. Skilled in streamlining HR processes, enhancing workplace culture, and ensuring compliance. Motivated to apply my expertise and support the organization's success.

WORK EXPERIENCE

INNstight Interactive

2022 - PRESENT

HR Administrator

2.5+ Year

- Manage recruitment, staffing, and employee relations to ensure a positive work environment.
- Oversee HR administration, including training, performance management, and compliance with policies.
- Provide general administrative support and handle payroll functions accurately and efficiently.
- Promote employee wellbeing and engagement, maintaining confidentiality and ethical standards.

Eximious Global (Study Wise International)

2021 - 2022

Admin Executive

1 Year

- Managed vendor relationships and ensured timely payments to meet financial targets. Coordinated with new agents to establish effective partnerships.
- Conducted market research to identify opportunities for business growth.
- Handled all administrative tasks, including documentation and paperwork. Facilitated communication across various departments to ensure smooth operations.

PROFESSIONAL ATTRIBUTES

- Demonstrates a strong ability to quickly grasp new concepts and consistently deliver results.
- Highly responsible, adaptable, and thrive in dynamic work environments. Committed to continuous self-improvement through self-learning and maintaining a positive mindset.

CERTIFICATION

- Completed Professional Certification in Aviation Tours and Travels Management (ATTM) from Aerostar Jet Training Academy (2019)