

DEVANGI S. PARMAR



Current Address: Race course Park, Block No-29/202, Airport Road-360001



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PROFESSIONAL QUALIFICATIONS



DEGREE: - Bachelor of Commerce (2015 pass)

INSTITUTE: - Saurashtra University, Rajkot.

DEGREE: - Bachelor of journalism & mass communication – 2016

UNIVERSITY: - Saurashtra University, Rajkot.

WORK EXPERIENCE



Current Company	RAJOO ENGINEERS LTD, Rajkot. An ISO 9001:2015 certified company. (Manufacturer of Thermoforming and Plastic Extrusion Heavy Machinery.)
Designation	Assistant HR & Admin
Duration	19th April 2019 – Present: 4 years.
Job role	<ol style="list-style-type: none">1) Managing attendance data of all employees in SAP Software and Tracking leave records & leave encashment.2) Responsible for talent acquisition for category 1 to 4, trainees and apprentice and perform all the joining recruitment formalities like issuing letter of intent, appointment letter, and induction plan.3) Manage database of resume in soft copy and hyper link to CV and excel sheet to reduce retrieval time.4) Prepare the Induction plan and execute it for new joiner and ensure frequent interaction on weekly basis to get feedback and help them to settle in the culture and climate of the company. Make the new joiner aware on the general employee practices (Leave Application Form, TAR, Voucher format, permission Letter etc.) for employee category 1 to 4.)5) Introduce the new joiners first by giving him a walkthrough of entire plant visit with intent to make the new joiner become aware on the various organization departments and business process flow. Secondly make him introduce with his functional department, colleagues, HOD and ensure he gets familiar with workplace facilities, job profile, policy and procedures. Accompany new joiners during lunch and guide on basic work ergonomics (Tea, water, washroom, code of conduct, etc.)6) To ensure timely allocation of employee assets like issuing ID card/visiting cards, uniform, proper sitting arrangement, email ID (if required), SIM card (if required), desktop/ Laptop (if required) for new employees after approval of Director and HOD as per HR Manual.7) Coordinate with the front desk personnel to ensure proper arrangements of refreshment drinks, water, computer/it support and other amenities for visitors and during the training at the various meeting / conference rooms.8) Assuring exit interview of employee category 1 to 4 (payroll and contractual), and maintaining records of it.

- 9) Managing multiple Events and Training sessions: ex. Independence Day celebration, Republic Day celebration, Annual day celebration, Joy of giving day, Diwali celebration, Navratri celebration, Holi celebration etc.
- 10) Maintaining relationships with both internal and external clients to ensure staffing goals are achieved
- 11) Daily maintenance of records into HR software for future use.
- 12) Competing timely reports on employment activity
- 13) Maintaining and Assuring Discipline and Punctuality also Ensuring Business Needs for Hiring are Met.
- 14) Conduct a periodical 5S assessment of the assigned zone and ensure 5S practices are implemented as a change agent.

FIELD PROFICIENCY

- **Software Knowledge:** ATS & SAP HANA, DOS, CCC (Microsoft Excel, Word, Power Point), Internet, Gujarati Writing.
- **Technical knowledge:** HR Software, Onboarding, Employee Relation, Budgeting

PERSONAL TRAITS & DETAILS

- Rhythm with time.
- A goal oriented and team focused person with ability to work on my own initiatives.
- Fast Learner and Good Communication skills.

Father's Name	Shaileshbhai M. Parmar
Date of birth	01-Dec-1995
Sex	Female
Nationality	Indian
Marital status	Unmarried
Interest and activities	Food, Music, Typing, internet surfing, Develop New Skill
Languages Known	English, Hindi, Gujarati
Skills	(PF) related, Recruitment, Payroll, staff & worker management, Communication, Multi-Tasking, Team Work, Leader ship, Self-management, Online Sourcing, Problem Solving, Decision Making, Creativity

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge.

Date: 25-09-2023

Signature: Devangi Parmar