

ZALAK THAKAR

CONTACT



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Ahmedabad, Gujarat

SUMMARY

HR Consultant with expertise in recruitment, onboarding, and HR documentation. Skilled in managing candidate engagement, maintaining MIS, and optimizing HR processes to support organizational objectives.

SKILLS

MS Excel

MS Word

Communication skills

Problem solving

EDUCATION

St Anne's High School

SSC (2017)

Angels School Deesa

HSC (2019)

C.L.Parikh Commerce College

Bachelor of Commerce
(2019- 2022)

WORK EXPERIENCE

ICICI Securities Ltd.

June 2023 - Currently working

HR consultant

- Coordinated with candidates from selection to onboarding.
- Created offer letters and explained the onboarding process to candidates.
- Maintained MIS of selected candidates and onboarding documents (IE Sheet, source mail, business approval).
- Assisted with campus recruitment and onboarding.