

HIREN JANI

e-Mail Id: hbjani@gmail.com OR
hiren.jani@igate.com

C-246, Adishwarnagar,
Opp. Satyam School,
Nikol Naroda Road.
Naroda, Ahmedabad - 382330

Mobile : 9824468540

Current Experience:

Hardcore Human Resources (HR) professional working with IT MNC (PCMM level 5) as a Executive HR. Post Graduated specializing in Human Resources & IR

❖ **IGATE Global Solutions Ltd. (Formerly known as Patni Computer Systems Ltd.), Gandhinagar (Gujarat)**

- **Designation: Executive - HR since 21st May, 2007 to till date**

- **Responsibilities:**

- ✚ Responsible as Business HR Partner & Location HR (Operations) role, handling IGATE-Gandhinagar location consisting around 500+ employees
- ✚ Playing role of Business HR Partner & Location HR and closely working with Management & Delivery / Technical Teams
- ✚ Taking care of Joining Formalities (using TALEO & PeopleSoft, Corporate Induction, Service Agreements, Filling Management, HR Communication, Policy, Process, Legal / Statutory Compliances, Employee Engagement, Campus Interview Drives, etc.
- ✚ Planning and coordinating for Skip Level Meetings, Taking care of Annual PMS, Understanding Training needs, T40 / B10 connects, Retention & Attrition Management and Exit Interviews
- ✚ Regular connect with Business Unit Head and PMs to understand business situation
- ✚ Employee Engagement activities - by organizing and arranging events, indoor/ outdoor games, meetings, employee communication, etc.
- ✚ Sourcing, Scheduling, HR Interviews, Negotiation, End to End Recruitment.
- ✚ Coordinating with Internal Delivery team for hiring
- ✚ Working on TALEO recruitment software
- ✚ Coordination for Campus Recruitment drives in Gujarat Region along with Off-campus and Walk-in drives at IGATE-Gandhinagar
- ✚ Team Building activities and Educational / Behavioral programs
- ✚ Ensure all Statutory / Legal compliances and coordination with Government bodies
- ✚ Proactively supporting and anticipating HR issues that arise within the allotted business vertical and locations
- ✚ First point of contact for disciplinary, grievance and performance management issues
- ✚ End to End coordination of Annual day celebration as a part of employee welfare activity.

Achievements

- ❖ Awarded VCA (Valuable Contribution Award) from IGATE (Patni)
- ❖ Awarded Team of the Quarter award from IGATE (Patni)
- ❖ Got selected in BARC (Bhabha Atomic Research Centre), Mumbai

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Previous Experience:

Strengths

- ❖ Excellent Interpersonal relationship skills
- ❖ Ability to work under pressure, patiently
- ❖ Ability to lead and work in team
- ❖ Excellent Communication & Presentation skills

❖ Gujarat State Petronet Ltd. (GSPL) (Gandhinagar) – Contractual

- Designation: Office Assistant (P&A) (1st April, 2006 to 19th May, 2007)

- **Responsibilities:**

- ✚ Closely worked with DGM-HR (Personnel & Administration)
- ✚ Coordination in Campus hiring and lateral recruitment
- ✚ Employee interaction and coordination with management
- ✚ Drafting letters and assisting DGM (Pers. & Admn.)
- ✚ Taking shorthand / dictation & preparing MoM

❖ INFLIBNET Centre (An IUC of UGC) (Ahmedabad) –Contractual

- Designation: Office Assistant-cum-DEO (21st October, 1999 to 31st March, 2006)

- **Responsibilities:**

- ✚ Was assisting Senior Scientist of the Centre
- ✚ Preparing Agenda documents for Governing Board meeting
- ✚ Fixing of Appointment & planning of domestic travels
- ✚ Coordinating for various AMCs
- ✚ Handled recruitment drives

Educational Qualification:

❖ Industrial Relation & Personnel Management (IRPM), 2012 (Post-Graduation in Human Resource Management)

H. B. Institute of Communication & Management, Ahmedabad affiliated to
Bharatiya Vidhya Bhavan's, Mumbai with specialization in the areas of Human
Resources & IR with First Class (61%)

❖ Bachelor of Commerce, November 2001

N. V. Patel Commerce College, Gujarat University, Ahmedabad

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❖ **Diploma in Personal Secretary ship, July - 2005 (English Shorthand)**

Jeevan Vaatika run by St. Xavier's School, Ahmedabad with specialization in the areas of English Shorthand, Communication & Computer with First Class

❖ **Higher Secondary Certificate (Commerce stream), March 1997**

H.S.C from C M Thaker High School, GHSEB with 64%

❖ **Senior Secondary Certificate (Commerce stream), March 1995**

S.S.C from C M Thaker High School, GHSEB with 59%

Personal Information:

FATHER'S NAME: BHAGAVATPRASAD JANI
DATE OF BIRTH: 2nd April, 1980 (35 years)
SEX : Male
MARITAL STATUS : MARRIED AND HAVING TWO DAUGHTERS
Mobile: 9824468540
E-mail: hbjani@gmail.com OR hiren.jani@igate.com
NATIONALITY: INDIAN
RELEGION: HINDU
LANGUAGES KNOWN: ENGLISH, HINDI AND GUJARATI

Declaration: I hereby declare that the information furnished above is correct to the best of my knowledge.

Signature

DATE:

PLACE: Ahmedabad

(Hiren Jani)