



# ZEELBA CHAVDA

Talent Acquisition

25/11/1993

Female

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## // PROFICIENCY

- \* Basic knowledge TALLY ERP9,
- \* Basic knowledge of Income Tax and its various heads
- \* Theoretical & Practical knowledge Service Tax
- \* Basic knowledge of Professional Tax
- \* TDS Basic Knowledge
- \* 360 Recruitment

## // PROFESSIONAL EXPERIENCE

### Entegrity Pvt Ltd

Feb'22 - Current

### Talent Acquisition

- Working as 360 Recruitment from Screening CV to Hire a candidate.- Giving training to colleagues.- Doing onboarding process.- Managing software named Manatal. -Job Posting on LinkedIn and Naukari.

### Initor Global

March'19 - August'19

### Recruitment Consultant

- In this firm I was working as a recruitment consultant for UK RPO process.- In this firm I was sourcing data of different IT/Non-IT companies from their particular site.- Was making report of client's employees on weekly basis of their work exposers.

### 7 Oak Developers

June'16 - July'18

### HR & Accounts Head

-It was a real estate firm, they have different types of projects in Dholera Smart City, andAlso, this company has different branches in Gujarat & Mumbai.-In this firm, I was working as HR-Admin & also as account head.-I was doing all admin regarding work like filling, payment, managing petty cash,Attendance of employees, marketing on social sites, etc.-I was doing accounts work in tally erp-9, also I was writing manually.- Over there I was issuing cheques, doing monthly salaries of employees, paying TDS & Service Tax, and solving queries of our C.A (Chartered Accountant)- In this branch, 10-20 employees were working.

### Abhiksha Corporate Solution Pvt Ltd

August'14 - June'16

### Recruitment Consultant

-Worked with Abhiksha corporate solution pvt ltd as Marketing Executive. -It was an Information Technology firm In this firm I was calling HR persons to connect with us for providing manpower. Was doing end-to-end recruitment for the US process.-I was also collecting data from different colleges & universities for manpower distribution.- In this same firm I was promoted to recruitment consultant from Marketing executive. - I was doing 360 recruitment in this company.

### Kiran Motors Pvt Ltd

August'12 - July'14

### Tele Caller

-Worked with Kiran Motors Pvt. Ltd as telecaller.-It was a car Dealer Company. This company has different branches all over

India. -My work was calling clients for insurance renewal for their car policy.-I was collecting policies for car insurance.-I was also doing back-office work as well.-In that company, there were 50 -100 employees.

// EDUCATION

2015 - 2018

**Gujarat University**

**MBA - Human Resource**

// CERTIFICATIONS

**Got Inspire award from Entigrity**

2022