

HETAL VAJANI

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Summary

Responsible & passionate about delivering outstanding quality and service. Offering Approx. 3 years of experience in the industry.

Experience

HR EXECUTIVE | 03/2021 - Current

Manubhai Gems Pvt Ltd - Mumbai , India

- End to End Recruitment.
- Presenting recruitment reports in meetings.
- Letter generation.
- Attendance Management.
- Joining formalities & Induction.
- Work tour for new employee.
- Uniform Coordination.
- Employee engagement activities arrangements & execution.
- Exit formalities.

RECRUITMENT EXECUTIVE | 07/2019 - 10/2020

Search End Placements Pvt Ltd - Mumbai , India

- Developed and implemented recruitment strategy for client.
- End to End recruitment process for clients.
- Sourced, screened and interviewed high-level candidate searches.

Skills

- Hiring management
- Asana
- HR and recruitment
- New employee orientation

Education

NMIMS - Mumbai | PGDM - HR

HUMAN RESOURCE , 2023

Balbharati College of Commerce - Mumbai | BMS

2017