



Dwipal Parmar

HR Executive

dopal244@gmail.com

9426947119

Ahmedabad, india

Over 3 years of experience in Human Resources Executive, having worked in the areas of Employee Engagement, Talent Management, Talent Acquisition, Internal Staffing.

WORK EXPERIENCE

HR Recruiter

JollyHires Inc. (Ceorra Technologies Pvt. Ltd)

07/2021 - Present

Since July 2020, I have worked for Siyana Technologies Pvt Ltd. This company stopped operating and registered Ceorra Technologies Pvt Ltd as a new entity. I presently oversee Jolly Hire's HR operations. Jolly Hire is a product of Ceorra Technologies Pvt Ltd.

Achievements/Tasks

- Manpower Planning, Scheduling and Organizing Events ● Record Keeping ● Employee Grievance Handling ● Budgeting ● Employee Engagement ● Employee Relations ● General Administration ● Procurement ● Operation Management

HR Executive

SAYYES MEDIA SOLUTIONS

11/2020 - 07/2021

Achievements/Tasks

- Manpower Planning, Scheduling and Organizing Events ● Record Keeping ● Employee Grievance Handling ● Budgeting ● Employee Engagement ● Employee Relations ● General Administration ● Procurement ● Payroll Management ● Operation Management

HR Executive

MatrixHive Solutions

01/2020 - 10/2020

Achievements/Tasks

- Expertise in handling HR functions entailing Recruitment & Selection, Induction & Orientation, and Employee satisfaction. ● Effective communicator & leader with proficiency in managing people. ● Manpower Planning, Scheduling and Organizing Events ● Record-Keeping ● Employee Grievance Handling ● Budgeting

EDUCATION

MCA

D.L.Patel Institute of Management & Technology M.C.A. College, Vidhyanagar

2013 - 2015

SKILLS

Relationship building.

Networking

Negotiating

Communication skills

Organisational skills.

LANGUAGES

Gujarati

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

INTERESTS

Travelling

Pet Care

Music