

# ANKITA PARMAR

## HR Professional

Astute and exceptionally dedicated professional with +4 Years of experience in human resources management operations. HR professional experienced with performance management, onboarding, and employee relations skills to help organization for continuous improvement & goal attainment.



## CONTACT



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/Ankita-HRM



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Ahmedabad, Gujarat

## EDUCATION

### GYANDA GIRLS SCHOOL

2011 - 2012

Gujarat State Board

HSC - 80.60%

### K.S. SCHOOL OF BUSINESS MANAGEMENT

2012 - 2017

Gujarat University

M.B.A in HR - 3.25 GPA

## EXPERIENCED IN

Payroll Management

Onboarding

Employee Engagement

Recruitment

HR Policies

Employee Relation

Training & Performance Management

Conflict Resolution

Induction

Designing Job Descriptions

## SKILLS

Enthusiastic & Quick Learner

Problem Solving

Team Work

Punctual

Team Work

Flexibility & Adaptability

Networking Skills

## EXPERIENCE

### SENIOR HR RECRUITER

Surekha Technologies Pvt Ltd

May 2022 - Present

- Managing Recruitment & onboarding of candidate.
- Source potential candidates from various online channels
- Introduce new hires to the company and walk them through the hiring and training process
- Interview candidates (via phone, video and in-person)
- Complete all new-hire paperwork with candidates who meet the expectation of the job
- Provide shortlists of qualified candidates to hiring managers
- Design and update job descriptions

### HR MANAGER

Phyto Life Sciences Pvt Ltd

Feb 2018 - May 2022

- Managing Recruitment & onboarding of candidate.
- Administrative functions.
- Handling Employee Engagement activities.
- Employee training and development.
- Employee satisfaction and productivity.
- Mentoring performance appraisal system.
- Payroll (including leave & attendance) management.
- Grievance handling.
- Organizational development.
- Manage, create, implement and supervise policies/regulations Which are mandatory for every employee.
- Ensuring the workplace is always running efficiently.
- Consult with top management on strategic planning and serve as link between organization management and employee.
- Design job descriptions.
- Organize and attend job fairs and recruitment events.

### TALENT ACQUISITION OFFICER

RK HR Management

June 2017 - Feb 2018

- Coordinating with hiring managers to identify staffing needs.
- Determining selection criteria.
- Sourcing potential candidates through online channels

## ACADEMIC PROJECTS

- Feasibility Report
- Market Research
- Production & Operation Report

## LANGUAGES

English

Gujarati

Hindi

