
Kinjal Thaker

HR Professional

C/3Abhilasha Flats

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SKILLS

- Talent scouting
- Clear communication
- Interpersonal skills
- Negotiation
- Team Management
- Time management
- Coordination
- Counseling

EXPERIENCE

Freelance Recruiter, Ahmedabad

August 2020 - May - 2021

- Screening Resumes
- Performing in-person and telephonic interviews
- Administering appropriate company assessments
- Reference and background checks
- Coordinating with the hiring managers
- Following up on the interview process status
- Client relationship management to ensure staffing goals are achieved
- Timely reports on employment activity

Kribhco, Surat - HR- Assistant

APRIL 2018 – July 2020

- Attendance Management
- Leave Management
- Overtime hours tracking and Management
- Loans and claim Management
- Estate management

Encoders Hub Services, Ahmedabad - HR executive- Recruitment

July 2017 – March 2018

- Screening Resumes
- Performing in-person and telephonic interviews
- Administering appropriate company assessments
- Reference and background checks
- Induction and On-boarding procedures for new joiners
- Coordinating with the hiring managers
- Following up on the interview process status
- Client relationship management to ensure staffing goals are achieved
- Timely reports on employment activity

EDUCATION

- **M.S. University, Vadodara - *Masters in HR - March 2017***
- **M.S. University, Vadodara - *Diploma in Taxation and Practice - March 2015***
- **M.S. University - *Bachelor of Commerce - May 2013***

Extra-curricular activities:

- 1st runner-up in current affairs quiz of AIMA management Olympiad 2017
- 2nd runner up in women quiz of AIMA management Olympiad 2017
- Certificate of participation in regional conference on an innovative theme "Bhartiya Practices @L&D : from Vedas to virtual world" organized by Indian society for training and development
- Certificate of participation in workshop on "8 habits of highly successful business leaders"
- Participated in 20th students management games organized by All India Management Games
- Certification of participation in HR convention on the theme of "Changing role of HR in the disruptive business world"
- Certificate of participation in three days DISTRICT LEVEL LEADERSHIP camp at Karnali, Dabhoi, Vadodara

Computer Skills:

- MS Office : Excel, Word, Power point
- Hands on experience on SAP (HCM) module

Hobbies and interests:

- Networking with people
- Badminton
- Exploring new places
- Singing