



KAJAL JOSHI

HR EXECUTIVE

INFORMATION



Address

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Phone

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LinkedIn

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PROFESSIONAL SUMMARY



Passionate and result-oriented Human Resources Executive with 1.6+ years of experience including recruitment, on boarding, conflict resolution, team management, etc. Proven experience in collaborating with seniors to conduct strategic Human Resources management and policies beneficial for the team and the organization. Abilities to address and implement strategic plans for talent acquisition. Self-motivated and reliable generalist with excellent client communications skills along with employee-client relations thriving under pressure.

EXPERIENCE



1. Unikwork

HR Executive (Jan 2019 - Dec 2021)

- Leave management: ensure the prompt and accurate processing of leaves and manage attendance and personal databases
- Assist to staff communications and tracking activities
- Oversee and manage a performance appraisal system that drives high performance
- Assist in conducting and cooperating for quarterly HR and manager meeting
- Collaborate and participate actively in the development of HR solutions with line managers
- Manage employee exits
- Support delivery of cyclical HR processes e.g. performance management, salary & bonus review
- Reviewing resumes and applications
- Conducting recruitment interviews and providing the necessary inputs during the hiring process
- Preparing and submitting all relevant HR letters/documents/certificates to the employees according to the requirements

SKILLS



- Recruitment and selection
- Client/Employee relation management
- Communicative
- Confident
- Flexible
- Creative
- Team work
- Conflict Management
- Attention to details
- Business Development (Beginner)
- Multi-tasking

Hobbies



- Reading
- Writing
- Traveling
- Listening to Music
- Cooking
- Singing
- Dancing
- Art (Creativity skills)

Personal Details



Father's Name: Ghanshyambhai B Joshi
Occupation: Service, (EE, Mechanical, ONGC)
Mother's Name: Ranjana G Joshi
Occupation: Housewife
Spouse: Vatsal J Shukla
Occupation: System Support Engineer

- Recording, maintaining and monitoring attendance to ensure employee punctuality
- Conducting employee orientation and facilitating newcomers joining formalities
- Salary calculations and management
- Continuous employee interaction for constant updates regarding personal, performance, and project management.

2. AlphaVed Pvt Ltd

HR Executive (Jan 2018 - Jun 2018)

- Conducting recruitment interviews and providing the necessary inputs during the hiring process
- Working with recruitment agencies to source for candidates for specific job position
- Partnering with hiring managers to determine staffing needs
- Screening resumes
- Performing in-person and phone interviews with candidates
- Performing reference and background checks
- Coordinating interviews with the hiring managers
- Following up on the interview process status
- Maintaining relationships with the clients to ensure staffing goals are achieved
- Communicating employer information and benefits during screening process
- Creates and maintains a close and healthy working relationship as the liaison between HR and the Service managers

EDUCATION

- **GUJARAT TECHNOLOGICAL UNIVERSITY
AHMEDABAD (2013-2017)**
Bachelors of Engineering in Electronics and
Communications
- **HSC-12th, GSEB (2013)**
Shree H J Gajera, English Medium School
(Science, Surat)
- **SSC-10th, CBSE (2011)**
Kendriya Vidyalaya Sangathan (Ankleshwar)

INTERNSHIP

- 1. UTRAN GAS BASED POWER PLANT
(25 Days), SURAT (2016)**
 - Practical or Introduction to the power plant equipments like Fuel preparation system,
 - Boiler and Auxiliaries, Furnace and Burners, Steam generation.
 - We were exposed to design philosophy, Operations & Maintenance of any particular
 - equipment in detail.
- 2. CPF, POWER PLANT, GANDHAAR,
ANKLESHWAR (2017)**

CERTIFICATIONS

- 1. CERTIFICATE BY INDIAN INSTITUTE OF
REMOTE SENSING (IIRS-ISRO, DEHRADUN)
(2016)**
- 2. CERTIFICATE FOR 3 DAYS MARS SUMMIT-
BANGALORE (2017)**
- 3. COURSERA CERTIFICATION FOR HUMAN
RESOURCES MANAGEMENT (Online course)
(2019)**
 - Managing Responsibility: Practicing Sustainability, Responsibilities and Ethics
 - Introduction to Financial Markets
 - Managing Employee Performances
 - Managing Employee Compensation
 - Recruiting, Hiring, and On boarding Employees
 - Preparing to manage Human Resources
 - Organizational Design: Knowing your Organization

Declaration:

I solemnly **declare** that all the information furnished in this document is free of errors to the best of my knowledge.

Date:

Place:



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