

CURRICULUM VITAE

TAHIL J. PARMAR

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CAREER OBJECTIVE

Seeking for challenging career in operations & Human Resource, where there is a scope for demonstration, always on a look out for a positive bigger outlook, set goals and standards for the organization and looking utilization and expertise to increase the production of the company.

EDUCATION

Course	College	University	Year	Percentage
B.Com	Gujrat College	Gujrat University	2014	65%
M.Com	External	Gujrat University	2018	63%

EXPERINCE – Total 11 Years

22-06-2022 to Continue: AXIS BANK LTD (QUESS CORP LTD.)
HR and Administrator – Sr. Executive Operations
Ahmedabad (Gujrat) Job Profile:

- Recruitment and Selection process
- Planning and monitoring joining and onboarding of the new joinee.
- Drive the induction process for new joinees and ensuring thorough readiness of new joinees for role delivery.
- Coordinating with SM/ASM and maintaining MIS of New joining employees confirmation.
- Ensuring timely execution of changed policies or procedure at branch level.
- Handling grievances & concerned related to PF, Medclaim, leaves, ESIC, expense claiming and others of employees.
- Effectively coordinate with Bank SM and ASM for Payroll process of all employees at Ahmedabad Branch.
- Maintaining and validating Resignation & Absconding MIS
- Issuing Warning letters for absconding employees.

08-06-2015 to 19-06-2022 : ANNET MELIUS COTIDIE
(7 Year) Recruiter and Admin - Senior Process Associate -Team Leader
Gandhinagar (Gujrat) Job Profile:

- Recruitment and hiring Processes
- Job Posting and Advertising, Sourcing and Screening Candidates and Selection Processes
- Assisting with the end-to-end recruitment process
- Planning and monitoring joining and onboarding of the new joinee.
- Handling grievances & concerned related to PF, Medclaim, leaves, ESIC, expense claiming and others of employees.
- Assisting with monthly payroll and resolving payment issues
- Preparing job offer emails and employment offer contracts
- Taking full responsibility for all annual leave and attendance records
- Inducting new staff and overseeing probationary periods
- Entering invoices into the accounts payable system.

- Processing payments.
- Filing and maintaining supplier records.
- Checking and verifying invoices.
- Performing other ad hoc tasks as required by their supervisor.

02-03-2013 to 06-06-2015 : PRAKSHAL PVT LTD.

(2 year 3 Month)

Ahmedabad (Gujrat)

HR & Sr. Accountant

Job Profile:

- Recruitment and Selection process
- Recording and maintaining the accounting transactions.
- Maintain and reconcile bank accounts on a regular basis.
- Booking-keeping of all transactions, including creating and maintaining invoices.
- Raising of invoices and following up on payments.
- Processing transactions for banking, including cheque management and reconciliation.
- Petty cash management, research and reconcile discrepancies.
- Payroll management, auditing and verifying documents.

ADDITIONAL SKILLS

- Advanced MS Excel skills including Vlookups and pivot tables.
- Tally ERP9.
- U.S ACCOUTING.
- HARDWARE & NETWORKING.
- NCC and NSS.

INTEREST & SKILLS

- **Interest** : Learning latest technologies & maintenance, leading people.
- **Skills** : Ability to learn quickly new technologies and like challenges in life.
 - Analytical, Computation, Leadership abilities, Written and oral communication skills
 - Problem solving skills
- **Strength** : I am hardworking and do up to my level best.

PERSONAL DETAILS

Date of birth	06/08/1994
Gender	Male
Marital status	married
Religion	Hindu
Language known	Hindi, English , Gujarati (spoken & written)
Hobbies	Hearing music , Internet surfing

DECLARATION

I hereby declare that the above mentioned information is true to my knowledge.

Date:

Place: Ahmedabad

TAHIL J. PARMAR