

## CURRICULUM VITAE

### JALPA BHUVA

Email: jalpabhuva7@gmail.com

Mobile:- +91 7048214286

#### **OBJECTIVE**

Successfully completed Post Graduate Diploma in Human Resource Management from Gujarat University, looking forward a career growth in HUMAN RESOURCES **with 7+ years of experience**. Proficient in handling multiple tasks and projects simultaneously in challenging environments. A proactive learner with a flair for adopting emerging trends & addressing industry requirements to achieve organizational objectives & profitability norms. An effective communicator with strong analytical, problem solving & organizational abilities.

#### **EDUCATIONAL QUALIFICATIONS**

EXAMINATION	YEAR OF PASSING	BOARD	CLASS/PERCENTAGE
Post Graduate Diploma in HR Management (Full time)	March-2014	Gujarat University, Ahmedabad	DISTINCTION
Bachelor of Business Administration	March-2012	Gujarat University, Ahmedabad	FIRST
H.S.C.	March 2009	G.H.S.E.B	73.57%
S.S.C.	March 2007	G.S.E.B	79.85%

#### **PROFESSIONAL EXPERIENCE**

**SIMRAN MANAGEMENT SERVICES PVT. LTD. (Ahmedabad) - June 2014 to Date**

#### **Manager – Human Resource & Administration**

##### **Responsibilities:**

- An accomplished and experience HR professional with demonstrated skills in human resource policies, talent acquisition, statutory laws, company laws, recruitment policies, compensation act and other benefits.
- Establishing and implementing an effective training mechanism for internal employees to meet their needs and expectation for organizational growth.
- To understand employee grievances and Scheduled appointments, meetings and conferences with employees to discuss and mitigate personnel issues.
- Conducted employment verification and background investigation to facilitate hiring process
- Process for all Record Management pertaining to Employee's Personnel Files, Attendance Data, Leave Data, Salary payments using HR software etc.
- To manage and conduct all Employee Relations procedures on disciplinary, grievance, performance management system, Internal Complaints, conducting Exit interviews, coordinating the employee's exit from the firm and tracking status of full & final settlement .
- Assisted with employee termination process to drive consistency and reduce discrimination claims.

- Guided new hires through orientation and on-boarding and explained documentation requirements to facilitate HR process.
- Develop job postings, recruit candidates and schedule interviews to fulfill vacant positions.
- Created, organized and maintained employee personnel files to keep sensitive data secure.
- Attends various external & internal audits to ensure compliance with norms and resolve issues.
- Organizes weekly/ monthly review meetings along with presentations to highlight accomplishments.
- Particularly skilled in organization and time management, able to develop innovative systems for maximizing efficiency.
- **Administration:** To review and support Team Administration to manage the key deliverables including Procurement, Travel, Conveyance, Communication, Vehicle Hire, Office Lease & Management, Office Notices & Display Board, Fire Safety & Compliance, Office Repairs & Maintenance, Office Stores & Inventory, Records Management, Annual Maintenance Contracts, Asset Issuance and Tracking, Event Management, Vendor Management & Disaster Management policy.
- **ASSET:** Good understanding of Human Behavior, keen desire to achieve Success, Self-Discipline, Optimistic attitude, Good planning skills, spirit of team work and cooperation, Adaptability and learning ability, believe only in results, regular and punctual.

#### ADDITIONAL KEY SKILLS

- MS Office
- Compensation & Benefits
- HR Policies
- Training & Development
- Internal auditing
- HR software – Spine Payroll

#### COMPENTENCIES

- Team Management
- Time Management
- Proactive, self-motivated and Honest.
- Work effectively with diverse groups of people.

#### PERSONAL APPRAISAL

**Name** : Ms. Jalpa J. Bhuva  
**Date of Birth** : 09<sup>th</sup> September 1992  
**Nationality** : Indian.  
**Permanent Address** : Ahmedabad, Gujarat.  
**Religion / Cast** : Hindu, Leuva Patel  
**Languages Known** : English, Hindi and Gujarati.

#### DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and if found false, then I will abide as per rules.

(JALPA BHUVA)