

ZANKHANA PARMAR

Vadodara, India 390024
7490936607
zankhana4874@gmail.com

PROFESSIONAL SUMMARY

Visionary, results-driven with an MBA and Knowledge of verifiable success in the areas of,

- business development,
- financial performance,
- strategic planning marketing
- multi-unit operations management.
- Strong ability to utilize a wide range of transferable skills and knowledge to consistently exceed expectations.

WORK HISTORY

LanceSoft Inc. - Technical Recruiter

Vadodara, Gujarat
06/2021 - Current

- Onboarded new hires and set up training.
- Referred candidate resumes to customer account managers for evaluation and submission.

My Caption (Part-time) - Corporate Ambassador

Vadodara, india
08/2021 - Current

Ifortis Corporate - Corporate Ambassador

Vadodara, india
05/2021 - Current

World Healing society - A Social Activist

vadodara, india
08/2020 - Current

AdvmarkX India - HR Assistant & Content Writer

vadodara, india
07/2020 - 11/2020

- Partnered with management team to coordinate on-boarding and off-boarding processes.
- Maintained office supplies, distributed mail, and processed

SKILLS

- Organizational Skills
- Project Management
- Performance Management
- Staff Management
- Administrative Support
- Critical Thinking
- Communication

EDUCATION

The Maharaja Sayajirao
University of Baroda
Vadodara, Gujarat

Bachelor Of Commerce
GPA: 56.50

08/2021
Graduate School of
Management Studies (GSMS)
Ahmedabad

MBA: International Business
GPA: 76.00

CERTIFICATIONS

- Business Strategy
Specialization Training From
Coursera
- Digital Marketing From
Global Business School
online
- Preparing to Human
Resource management From

invoices for payment.

ACCOMPLISHMENTS

- Achieved Bech Ke dikhav award by Completing tasks at GIT

LANGUAGES

Gujarati: Native language

English: C1
Advanced

Gujarati: C2
Proficient

Hindi: C1
Advanced

Spanish: A1
Beginner

coursera

- Tally Financial Accounting Programme ERP-9 From Jan Shiksha Sansthan
- Course on Computer concept From All India Computer Education