



# Dwipal Parmar

HR Executive

dopal244@gmail.com ✉

9426947119 📞

Ahmedabad, india 📍

Over 3 years of experience in Human Resources Executive, having worked in the areas of Employee Engagement, Talent Management, Talent Acquisition, Internal Staffing.

## WORK EXPERIENCE

### HR Recruiter

JollyHires Inc. (Ceorra Technologies Pvt. Ltd)

07/2021 - Present

Since July 2020, I have worked for Siyana Technologies Pvt Ltd. This company stopped operating and registered Ceorra Technologies Pvt Ltd as a new entity. I presently oversee Jolly Hire's HR operations. Jolly Hire is a product of Ceorra Technologies Pvt Ltd.

*Achievements/Tasks*

- Manpower Planning, Scheduling and Organizing Events ● Record Keeping ● Employee Grievance Handling ● Budgeting ● Employee Engagement ● Employee Relations ● General Administration ● Procurement ● Operation Management

### HR Executive

SAYYES MEDIA SOLUTIONS

11/2020 - 07/2021

*Achievements/Tasks*

- Manpower Planning, Scheduling and Organizing Events ● Record Keeping ● Employee Grievance Handling ● Budgeting ● Employee Engagement ● Employee Relations ● General Administration ● Procurement ● Payroll Management ● Operation Management

### HR Executive

MatrixHive Solutions

01/2020 - 10/2020

*Achievements/Tasks*

- Expertise in handling HR functions entailing Recruitment & Selection, Induction & Orientation, and Employee satisfaction. ● Effective communicator & leader with proficiency in managing people. ● Manpower Planning, Scheduling and Organizing Events ● Record-Keeping ● Employee Grievance Handling ● Budgeting

## SKILLS

Relationship building.

Networking

Negotiating

Communication skills

Organisational skills.

## LANGUAGES

Gujarati

Native or Bilingual Proficiency

English

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

## INTERESTS

Travelling

Pet Care

Music

## EDUCATION

### MCA

D.L.Patel Institute of Management & Technology M.C.A. College, Vidhyanagar

2013 - 2015