

# JIGISHA SOLANKI

Ahmedabad. Gujarat.  
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## Objective

Seeking new challenges, which effectively utilize my experiences & expertise and provide opportunities for knowledge enhancement and career growth to develop skills in every field with extensive response and reception to on the job learning

## Experience

- **Highsky IT solutions** 01/08/2021 - Current working

HR EXECUTIVE

### Roles & Responsibilities

- Recruitment
- Involved in end to end recruitment.
- Interaction with the managers on a regular basis.
- Handled various skill sets.
- Posting ads in job portals.
- Sourcing profiles from buddy referrals, job portals, databases, etc.
- Co-ordinate & schedule interviews with the candidate and the technical team.
- Follow-up for feedback and keep the respective candidates informed of the same.
- Salary negotiation with the candidates.
- Walk-in Interviews as per the business requirement.
- Managing Database of Candidates applying each day

### Induction & Joining formalities:

- Ensure the Joining documents are filled by the new joiners.
- Bank account opening for the new joiners, ID card coordination.
- Handled the complete Induction program, Documentation Verification, Personal File Creation Company policy briefing and HR policies to the new joiners.
- Anchor the Induction program and present the HR policies to the new joiners.

### Employee Relations:

- Handled employee concerns and grievances.
- Employee counseling, maintain harmonious relations with the employees.
- Facilitating healthy organizational culture by promoting: open discussions.
- Sending Birthdays on a Monthly basis.
- Sending greeting mails to employees on their birthday and festivals.

- **Confiance bizsol Pvt. Ltd.**

July 2018 - July 2021

Jr. recruiter

- Sourcing the candidate from various sources like Portals, Database, references etc.
- Evaluation of the candidate for the requirements based on Skills, functionality, domain, experience, qualifications.
- Conducting interviews and filtering candidates for open positions.
- Prepare recruitment materials and post jobs to appropriate job board/newspapers/colleges etc.
- Screen candidates resumes and job applications.
- Provide analytical and well documented recruiting reports to the rest of the team.

### **Education**

- **Gujarat University** 2016  
B.com  
Second year
- **Gujarat board** 2014  
HSC  
First class
- **Gujarat board** 2012  
SSC  
First class

### **Skills**

- Advance mail communication Recruitment Google form, Google sheets, Excel, PowerPoint presentation. Knowledge of on boarding process Internet compliance and PF, ESIC Salary structure Sourcing Communication Event organizing

### **Languages**

- English Hindi Gujarati

### **Personal Details**

- Date of Birth : 16 Nov 1996