

**Janki Amin - MBA(HR & MARKETING)**

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Date of Birth: 20 June, 1992

**ACADEMIC PROFILE**

| Degree                     | Institute / School  | Board/University     | Year | Results    |
|----------------------------|---|----------------------|------|------------|
| MBA (2 <sup>nd</sup> Year) | Amrut Mody School of Management,<br>Ahmedabad                         | Ahmedabad University | 2017 | 2.71/4.33  |
| B.E (Computer)             | Madhuben & Bhanubhai Patel Women<br>ICT College , Vallabh Vidhyanagar | Gujarat University   | 2014 | 7.08/10.00 |
| HSC                        | Utkarsh Vidhyalaya, Vadodara  | GSEB                 | 2010 | 63.20%     |
| SSC                        | Utkarsh Vidhyalaya, Vadodara  | GSEB                 | 2008 | 74.62%     |

**EXPERIENCE, INTERNSHIPS & KEY PROJECTS****EXPERIENCE**

- HR Executive and Business Development at **JMS Advisory Services Ltd**[April 2017-August 2017]
  - Coordinating with clients about the requirements and Contacting new clients.
  - Building business relationships with current and potential clients.
  - Cold calling; making multiple outbound calls to potential clients.
  - Knowing the clients' requirements about the vacancies their company and the responsibilities as per designation
  - Designing the KRS's and editing them.
  - Establish recruiting requirements by studying organization hiring plans and job descriptions.
  - Recruiting the candidates through different portals like Naukri, Monster, Careerbuilder, LinkedIn.
  - Scheduling Interviews with the manager/Clients.
  - Negotiating the salary.
  - IT and Non-IT Recruitment experience.
- Research Specialist at **Enlightenment 99 software consultants** [August 2017-June 2018]
  - Enlightenment 99 Software consultants now formerly known as Ian Martin Group which is a MNC Company.
  - Knowing the requirements of clients like Abbott , Pfizer, Eli Lilly , AbbVie etc
  - Recruiting candidates for USA and Canadian clients.
  - Establish recruiting requirements by studying organization hiring plans and job descriptions.
  - Experience in recruiting Pharma profile candidate.

➤ HR Executive cum Admin at **CzarGroup Technologies** [November- 2019- Till Now]

- Recruitment and Talent Acquisition.
  - To design the job description for all the new openings.
  - Scheduling and coordinating the interviews.
  - Screening of the profiles and selecting the apt candidate
- To handle the Payroll process
- Managing Leave and Attendance
- Joining formalities and Induction
- Exit Formalities
- Conducting Employee Engagement Activities
  - Arranging activities as per festivals and on monthly basis and as per timings
  - Celebrating birthdays and company anniversaries.
- Issuing of Experience letter, Bond Agreement, promotion, increment, relieving letter.
- Provide support to the employees in various HR related topics such as leaves , compensation , resolving issues and settlement.
- Designed the first Employment Bond Agreement for new joiners as well as for existing employees of current company.
- Designing of Code of Conduct and leave policy for company(In continuation)

**Summer Internship Project (MBA)**

**Title :-** *“Competency Structure”* at Havmor Ice Cream Ltd., Ahmedabad

**Methodology:-** Analysing through the data collection of the Job Roles at different designation in different departments and Key Responsibility Areas of Employees.

**Key Outcomes:-**

- Understanding of Competency structure and mapping.
- The use of competency structure for recruitment, Training and development, career planning, Performance management.

**Internship (B.E)**

**Title :-** *“Biometric Authentication”* at Pelican Infonet Pvt Ltd., Ahmedabad

**Methodology:-** Designing an application through coding using .NET, C#.NET, VB.NET.

**Key Outcomes:-**

- Application of authentication for Crime branch through facial Recognition.
- Learned to design application through .NET and designing using different tools of graphics interface.

**Live Project(MBA)**

**Title :-** *“Understanding Sales & Distribution management of Surya Roshni Ltd”* Ahmedabad.

**Methodology:** Participating in company's routine activity.

**Key Outcomes:** Understood Main components of sales as well as distribution.