

# JAYSHREE PRAJAPATI

Mobil No- 9662411131

Email-jiguprajapati01@gmail.com

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## PROFESSIONAL SUMMARY

Result oriented human Resource executive with broad experience in all areas of HR,Including policy development , performance management and benefits administration.

## SKILLS-

- ❖ Employee recruitment
- ❖ Knowledgeable in all HR System
- ❖ Compensation and benefits
- ❖ Hr compliance

## EXPERIENCE

### ➤ **GLOBELA PHARMA PVT LTD.**

SR.HR EXECUTIVE–Mar 2024 To Nov 2024

- Payroll Management
- Follow Legal Compliance and Statutorybcompliance
- Manage Pest Control and Other Administrative SOP
- Employee Engagement Activities
- Grievance Handling
- Recruitment And selection and On boarding Process

### ➤ **AMAR CARS PVT LTD**

HR EXECUTIVE Feb 2022 to Mar 2024

#### Job Responsibility-

- Use HR software to manage payroll and employee benefits,including bonuses, leaves, and conduct absences administration

- Support employees with efficient problem-solving when any human resources issues arise
- Plan onboarding strategies and perform new employees orientation to deliver an exceptional early experience
- Recommend and develop employee relations practices to foster a positive employer-employee relations
- Maintain the work structure by updating job requirements and job descriptions for all positions according to HR objectives
- Conduct and analyze exit interviews and make actionable recommendations based on data
- Arrange seminars, workshops, additional HR training, and conferences based on each department's needs

➤ **EDUCATION**

- Master of Business Administration

**Declaration.**

I hereby declare that the above said particular information are correct

Place: Ankleshwar

**(Jayshree Prajapati)**