

Classic Parmar

Accomplished Systematic Administrative Executive with a strong track record in efficiently managing office operations. Skilled in organizational planning, client interaction, staff management, and budget supervision. Demonstrates exceptional leadership abilities with Strong communication skills, ensuring smooth collaboration with team members and clients.

Work History

**2015-05 -
2024-12**

HR and Administration Executive

Shree Gujarat Education Trust, India

- Managed daily office operations, negotiated contracts, managed vendor relations and acted as primary liaison with outside organizations.
- Hired, managed, developed and trained staff, established and monitored goals, conducted performance reviews and administered salaries for staff.
- Coordinated office events, seminars and meetings for staff and clients.
- Improved office operations by automating client correspondence, record tracking and data communications.
- Answered calls and emails efficiently, recording accurate messages and swiftly following up on inquiries.
- Established workflow processes, monitored daily productivity, and implemented modifications to improve overall performance of personnel.

**2013-04 -
2015-05**

Human Resources Assistant

Royal Cushion Vynil Products Limited, Vadodara, India

- Coordinate recruitment activities, including scheduling interviews and managing candidate communications.
- Facilitate the employee onboarding process, ensuring all new hires feel welcomed and informed.



Contact

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com

Links

- <https://www.linkedin.com/in/classic-parmar-01b56345/>

Skills

- Recruitment & Talent Acquisition
- Onboarding & Offboarding
- Training & Development & Performance Management
- Records &

- Provide administrative support for various HR functions, such as maintaining records and processing documentation.
- Manage HRIS with accurate data entry and regular updates.
- Assist in the preparation of HR reports and presentations as needed.
- Support employee relations by addressing issues and directing queries to the appropriate resources.
- Ensure compliance with company policies and procedures in all HR activities.
- Maintain confidentiality of employee information and sensitive HR data.

2012-01 -
2013-03

HR Assistant

Comtech Metals Private Limited

- Assisting with recruitment processes such as posting job openings and scheduling interviews
- Participating in the onboarding process for new hires, including orientation and paperwork completion
- Handling administrative tasks, such as maintaining employee records and documentation
- Supporting HR team in conducting employee engagement activities and events
- Assisting in the implementation and communication of HR policies and procedures.

Education

06/2011	MBA: Human Resources Management Sardar Patel University - Vallabh Vidyanagar, India
01/2009	Bachelor of Commerce Maharaja Sayajirao University

Extra-Curricular Activities

Roaming and reading books, Playing guitar and Volunteering in different social groups.

Documentation
Management

- Travel Arrangements and Calendar Appointments
- Procurement & Supply Chain Management
- Event Planning & Coordination
- Records & Documentation Management

Personal Details

Date of Birth: 23/04/1988
Nationality: indian
Marital Status: Single
Visa Status: Visit Visa
Passport: B8409678

Languages

English	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>Advanced (C1)</div>
Hindi	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>Advanced (C1)</div>
Gujarati	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>Advanced (C1)</div>
Arabic	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div> <div>Beginner (A1)</div>