



JIYA MEHTA

CONTACT

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EDUCATION

B.M.S.: Human Resources Management

Mumbai University, Andheri, India

H.S.C.

Valia College, Andheri, India

- Board: Mumbai Board

S.S.C.

S. C. D. Barfivala High School, Andheri, India

- Board: Mumbai Board

LANGUAGES

English

Marathi

Hindi

Gujarati

PROFESSIONAL SUMMARY

To build my career in a progressive organization which will provide me with a good opportunity to grow personally and professionally.

- Source and recruit candidates through job postings, job boards, social media, and other recruitment channels
- Develop and maintain relationships with potential candidates
- Screen resumes and applications, conduct phone interviews, and assess candidates' qualifications
- Schedule and coordinate in-person interviews with hiring managers
- Participate in job fairs and other recruitment events
- Maintain accurate records of all recruitment activities
- Develop and implement recruitment strategies to meet organizational goals
- Provide feedback to candidates on their applications and interviews
- Negotiate job offers and coordinate onboarding activities
- Monitor and analyze recruitment metrics to identify areas of improvement

SKILLS

- Hardworking, Punctual & Building Relationship
- Strong communication skills
- Emotional intelligence
- Adaptability
- Problem-solving abilities
- Time management
- Persuasiveness & negotiation skills
- Listening skills
- Team collaboration

WORK HISTORY

April 2023 - Current

Human Resources Executive, Talent Acquisition, Mumbai (Remote)

- ☑ Handles end to end Recruitment and onboarding. Conducting telephone and personal interviews in coordination with department heads.
- ☑ Preparing offer letter, employment contract, completing joining formalities and documentation at PAN India level.
- ☑ Responsible for explaining the policies and procedures of the company at all levels.
- ☑ Delivered various Induction program.
- ☑ Keeping track of Confirmation and Transfers of the employees.
- ☑ Maintaining employee's files and records.
- ☑ Preparation of various letters like appointment letter, experience/relieving letter etc.
- ☑ Startup and administration of Apprentice program.
- ☑ Responsible for monthly bills and vendor negotiation.
- ☑ Preparing and maintaining various MIS reports tracker sheets, offer reports to be sent to delivery heads and top management

ADDITIONAL QUALIFICATION

Pursuing Data Science Course from IBM - Valia College, Andheri (2021-2024)

PERSONAL INFORMATION

- Date of Birth: 11/29/03
- Nationality: Indian
- Marital Status: Unmarried

HOBBIES AND INTERESTS

Listening Music & Travelling

DISCLAIMER

I hereby declare that the statements made above are true, complete and correct to the best of my knowledge and belief.

READING & WRITING

I believe that strong reading and writing skills are essential if one wants a successful career.

Reading and writing are both important; you can't have one without the other.

They are skills that are increased constantly due to little things that most times are not noticed.

Whether it is from a book to a poem, there will always be a way that it helps out your performance.