



Ramji Lumbhani

HR Recruitment

Contact

Address

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Skills

- Project management
- Strong decision maker
- Complex problem solver
- Excellent customer service provider
- Multitasking
- Innovative
- Service-focused
- Team management
- Full-cycle recruiting
- Employee onboarding
- HR policy implementation
- Performance management
- Talent acquisition
- Data analysis
- Human resources strategy
- Problem solving

Highly energetic and versatile HR professional with 3+ years of multi-role experience in HR management, accounting, customer service, and administrative operations within the gold jewelry industry. Skilled in full-cycle recruitment, employee onboarding, KRA management, team leadership, and process optimization. Adept at delivering high-stakes customer service and managing large teams in dynamic environments. Results-driven HR Recruiter known for high productivity and efficient task completion. Skilled in talent acquisition strategies, applicant tracking systems, and effective communication. Excels in negotiation, problem-solving, and interpersonal skills to ensure optimal match between company needs and candidate capabilities.

Work History

2025-05 -
Current

HR RECRUITER

Chokshi Vachhraj Makanji & Co. (CVM), Junagadh

- Manage full-cycle recruitment and employee hiring processes.
- Design organizational structures and implement HR policies.
- Create employee KRAs and monitor performance.
- Handle joining, training, leaves, long leaves, and exit processes.
- Prepare reports and maintain employee records.

2022-12 -
2025-05

HR MANAGER/ACCOUNTANT

Khodal Jewellers Cad & Casting, Junagadh, Gujarat

- Company Overview: Experienced Human Resources professional with a demonstrated history of working in the Gold Manufacturing industry.
- Skilled in, Accounting, Designer Instructions, Sales Team Management, Full-life Cycle Recruiting, Onboarding, Employee life cycle Management, Grievance Management, Employee Engagement, and Strong human resources professional, focused in Business Administration and Management.
- Experienced Human Resources professional with a demonstrated history of working in the Gold Manufacturing industry.

2019-10 -
2022-12

HR MANAGER/PERSONAL SECRETARY

Manibhai Jewellers, Upleta

- Keeping transaction records and ordering merchandise and stock.
- Planning out the work assignments and work schedules.
- Conduct employee's performance review.
- Assigning specific duties of employees.
- Managed recruitment processes to attract top talent for diverse roles.

- Team collaboration
- Candidate sourcing
- Employee relations
- Hiring metrics analysis
- Excel spreadsheets
- Recruiting and sourcing

LANGUAGES

English: C1 Advanced

Gujarati: C2 Proficient

Hindi: C2 Proficient

2018-12 -
2019-09

HR MANAGER/PERSONAL SECRETARY

Gold Ornaments Org., Al Karama

- Doing special Officer of HR Executive for Asp employer Requirements.
- Customer handle and sales team management.
- Promote and advertise the store & its merchandise of Jewellery.
- Assign the specific duties of employees.
- Planning out of the work assignments and work schedules of employees.

2015-12 -
2018-12

HR EXECUTIVE

Platina Vitrified pvt. Ltd, Morbi, Gujarat

- Team work spirit and Leadership quality.
- Up to date about currently market traits.
- Hire the new employees and take care employee relevant issues.

2014-01 -
2015-12

CUSTOMER SERVICE EXECUTIVE

Digicall Call Center, Ahmedabad, Gujarat

- Assign the tasks of preparing day-to-day activities of customer care department.
- High patience level to deal with customer if they have any queries.
- Excellence to train the customer care staff.
- Effective working relationship between management and customer care team members.
- Monitor the staff and interactions using client relationship management software.

Education

B. B. A

Sourashtra University
Appeared

2015-07

H.S.C.

2011-07

S.S.C.

Certifications

Computer Hardware Certificate Course: Basic
Computer, Life Skill & Spoken English

Accounting Package Certificate Course

Certificate Course in Mobile Repairing

Computer Education

Certified course on Microsoft office: Word, Excel,
Power-Point, Access Experience to handle other
computer software.

HOBBIES AND INTERESTS

Listen Music, Playing Games, Badminton, Cricket,
Travel and Tracking