

HR

KAIRVIBA JADEJA

HUMAN RESOURCE PROFESSIONAL

Profile

Dedicated and results-oriented HR professional with experience in managing recruitment, employee relations, performance management, and compliance. Proven track record in developing HR strategies that align with business objectives. Skilled in handling sensitive employee issues, implementing HR policies, and fostering a positive work environment.

EXPERIENCE

HUMAN RESOURCE HEAD

Shashwat Hospitals

May'24 - Present

- Lead the recruitment process from employees to Top Management and Consultants
- Developed and implemented sound HR policies from scratch.
- Managed employee relations issues, including conflict resolution, disciplinary actions, and performance improvement plans.
- Conducted training sessions for mid level employees for soft skills development and professional etiquette.
- Handling compensation of 120 employees solely.
- Collaborating with various colleges for internships, also collaborations with Business consultants.
- Managing HRIS - developed by the organization

HR EXECUTIVE

Premji Valji and sons Jewelers Pvt Ltd

August'22 - Present

- Handling overall administrations and human resource work along with compensation of the firm single handily.



91 8401028290



kairvibajadeja@gmail.com



Rajkot, Gujarat.



Kairviba Jadeja

EDUCATION

MASTER OF BUSINESS ADMINISTRATION

Marwadi University

2022 - 2024

BACHELOR OF BUSINESS ADMINISTRATION

KSN Kansagara Mahila College, SU

2018-2021

SKILLS

- Strong Communication
- Sound Computer knowledge
- Grievance Handling
- Negotiations skill
- Problem-Solving
- A Team Player
- Multiple Task management

HUMAN RESOURCE EXECUTIVE

Olympus Hospitals

January'22 - August'22

- Assisted in the recruitment and onboarding.
- Handled employee grievances, mediating disputes and resolving conflicts to maintain a positive work environment.
- Processed payroll and ensured compliance with Govt. regulations
- Employee documentations.

JR. EXECUTIVE

Nebula Surgical Pvt. Ltd

February'21 - January'22

Declaration:

I hereby declare that the information provided above is true and correct to the best of my knowledge and belief.

References available upon request.
