



*Mrs. Komal Paryani*

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## **Objective**

Confident, Proactive, motivated to work effectively in a challenging work environment in which utilize my steep knowledge of office operations in order to engender smooth operations using, also with my effective written and oral communications skills accomplish the organization's goals and values.

## **Academic Qualification:**

- Passed with Higher Secondary Education (HSC) in 2006 from IGNOU securing 73% marks.
- Passed with Secondary Education (SSC) in 2000 from GSEB Board securing 68% marks.
- Completed with my Diploma in Computer Application (DCA) from Govt. Recognized Institute.

## **Computing Exposure**

- Applications – MS Office, MS Word, MS Excel, MS Power point

## **Professional Experience:**

### **Knowledge Planet (Dubai-U.A.E)**

#### **Student Co-ordinator**

**Dec'2018- till now**

- Student Training, Counseling, and Mentorship. Ability to train students on basic employability skills and guide them towards their career goals. We believe in building strong, lasting relationships with our students based on trust and mutual respect, approach training and counseling with empathy and respect, and believe everyone has their own talents, abilities, and life path.
- Good Communicator: Handling Parents and student inquiries and assisting them in any issues, and ensure that the responsible personnel is informed. Helping in organizing events in different schools, by speaking to respective principals and counselors, also dialed for data generation process.
- Good Customer Service: Dealing with complaints, enquiries of students and parents, via telephone, emails or face to face.
- Effectively organizing and prioritizing work duties.
- Speaking to top students of different schools and fixing appointments.
- Able to effectively co-operate with colleagues to ensure goals and targets are met, also maintaining good working relationships staff.
- Having the ability to deal positively with changing circumstances.
- Monitoring and Data Management. Ability to collect, track, analyze and report student and employer-related data. We are a learning organization and are constantly trying to improve our monitoring and reporting systems. We are the main point of contact for data collection and are extremely detail oriented, enjoy using existing data to improve the effectiveness and impact of our work.

## **Innovins Technologies Pvt. Ltd. (Mumbai- India)**

### **HR Executive Cum Admin Assistant**

**June'2017 – Oct'2017**

- Providing clerical and administrative support to staff, handle customer inquiries and assists in problem resolution and ensure that the responsible personnel are informed. Communicate all problems and concerns to the staff to keep them fully apprised.
- Answer and direct phone calls in a polite and friendly manner.
- Welcome visitors in a warm and friendly manner, and answer any questions visitors have.
- Maintain safe and clean reception area by complying with procedures, rules, and regulations.
- Assist in the ordering, receiving, stocking and distribution of office supplies
- Assist with special projects as assigned.
- Collecting, sorting and distributing any incoming job applications.
- Maintaining employee personnel files.
- Coordinating holiday and sick pay.
- Writing up human resources guidelines.
- Dealing with employee complaints and grievances.
- Ensuring the confidentiality of sensitive information.
- Organizing inductions and training for new employees.
- Convey the Policies and rules to the employees.
- Track the daily attendance of the employees.
- Present the employees performance report in front of Director.

## **Technomine (Ahmedabad- India)**

### **Recruitment consultant**

**Feb`2015 – Feb'2016**

- Responsible for recruiting doctors across the UK through direct phone sourcing, networking referrals, database
- Responsible for resume mining (candidate sourcing/candidate search) using various methods on the net to find appropriate resumes and leads
- Emails screen (mass mailing) – send E-mail to prospective candidate for their availability locums
- Create and maintain bank and workable doctors keeping touch with them and maintain the compliance
- Look after the administrative side as going through every doctor's file, all documents are in data and properly updated
- Chasing doctors and hospital for references, required documents, confirmation of the shifts and timesheets
- Helping doctors with locations, surroundings of the area where he/she is going to work, what systems, framework particular hospital is operating

## **CCM Debt Solve Pvt. Ltd (UK Process) (Ahmedabad- India)**

### **Business Development Executive Sept'2011 till Oct '2013**

- Ensuring proper coordination among the organization and various other agencies involved in process through regular follow ups on phone, mails and skype.
- Arranging of important documents, such as Process Paperwork, Employees or customers files and payments details.
- Coordinate and schedule appointments and meetings.
- Assisting, Arrange and update HR reports & maintain leave records for all departments.
- Provide personal and professional support to directors.
- Used to barge calls, give regular feedback to agents, re-conciliation for rejected leads, E-Mail communication with clients for daily lead production reports, maintaining Income report.
- Started working as an HR Executive- was looking into Interviewing people, training for the product (IVA/DMP) recruiting agents, maintaining attendance and salary records.
- Got promoted as Sr. HR Executive in April 2012.
- Got promoted as a BDE (Business Development Executive) in April 2013, Apart from the above mentioned task also started looking into Quality Department.

## **Liontel Info Solutions Pvt Ltd (Ahmedabad- India)**

### **Customer Care Representative Nov'2006 till April'2011**

- Doing sales promotion to clients based in UK and generates positive leads for further processing.
- Proper verification of the information provided by prospective customers and ensuring that the product is pitched as per required standards required.
- To handle specific customers and converting them into prospective clients.
- Independently responsible for team target as well as for personal targets.

## **British Academy (Ahmedabad- India)**

### **Counselor Oct'2003 till Jan'2006**

- Counseling for Spoken English, IELTS, and Basic Computer Course.
- Faculty for Basic Computer Course and Spoken English.
- Maintaining Attendance Records.
- Keep a track of student's fees their enrollment and completion of course.

### **Personal Details:**

DoB: May 13, 1986

Total Work experience: + 10 years approx

Language skills- English Hindi and Gujarati

Visa Status: Employment Visa

**\*Note:** The above mentioned details are true to the best of my knowledge.

Thank You,

**Mrs Komal Paryani**