

HENI PATEL

HR PROFESSIONAL - Recruitment, Onboarding & Process Optimization

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📍 [Etobicoke](#)

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SKILLS

- **Talent Acquisition & Recruitment:** Resume Screening, Interviewing, Candidate Sourcing, Job Postings
- **HR Operations & Compliance:** Payroll Processing, HRIS, HR Documentation, Labour Law Compliance
- **Project Management:** Resource Allocation, Timeline Management, Agile & Waterfall Methodologies
- **Data Analysis & Reporting:** Microsoft Excel, Google Workspace, Analytical Reports, Hiring Metrics
- **Leadership & Development:** Training Programs, Team Mentorship, Employee Retention Initiatives

WORK EXPERIENCE

HR Assistant

January 2024 – September 2024

Pegasus Can. Edu & Immigration Services

Toronto

- Conducted interviews for 30+ candidates, streamlining the onboarding process through HRIS platforms, which enhanced efficiency & reduced onboarding time by 20%. Elevated candidate experience through communication.
- Maintained detailed HR records for 50 employees, ensuring full compliance with employment laws and regulatory standards. Generated data-driven hiring and retention reports that boosted recruitment workflows by 15%.
- Conducted internal audits of HR policies and procedures, ensuring alignment with organizational goals and Canadian labor laws, and introduced a practice manual that standardized operations, enhanced productivity.

HR and Recruiting Intern

September 2023 – December 2023

Randstad Canada

Toronto

- Conducted 80+ interviews and completed 50+ reference checks to assess candidate qualifications, ensuring high quality hires while minimizing hiring risks. Elevated recruitment accuracy by maintaining thorough records.
- Revamped recruitment workflows by improving applicant flow through job postings and use of HRIS platforms. These enhancements increased the pool of qualified candidates by 25% and reduced the average time-to-hire.
- Partnered with RYDER, a major client, to drive recruitment across five locations. Boosted evaluation processes to align with job requirements and organizational culture, improving hiring efficiency and retention by 18%.

HR Generalist

January 2022 – November 2022

Divine Holidays

India

- Upgraded talent acquisition by 40% using LinkedIn outreach, attracting qualified candidates for roles. Refined candidate sourcing efficiency by developing customized messaging techniques tailored to individual skill sets.
- Developed engagement initiatives that increased employee satisfaction by 20%, focusing on team-building activities & regular feedback sessions. These efforts fostered strong collaboration, & encouraged open communication.
- Designed and implemented a performance management system that standardized evaluation criteria, provided clear growth paths for employees, and revamped performance feedback by 50%, enhancing overall productivity.

PROJECTS

HR Business Capstone Project – GTA Settlement Services (GSS)

Role: HR Strategy Analyst (Capstone)

- Conducted SWOT/PESTEL analyses, identifying turnover issues and HR policy gaps for strategic solutions.
- Designed ATS-based recruitment strategies, cutting time-to-hire by 30% and improving hiring efficiency.

Collective Bargaining Simulation – Diamond Casino

Role: Negotiation Team Member

- Balanced wage increases and operational costs, achieving consensus on a 1.5–2.5% salary hike agreement.
- Fortified leave policies and training programs, improving employee satisfaction scores by a notable 20%.

Risk Response and Lessons Learned – SimulTrain Project

- Identified 12 risks, mitigating 85%, reducing disruptions, and strengthening project outcomes.
- Boosted productivity by 25% via enhanced collaboration, clear task delegation, and conflict resolution.

MS Project Work

- Created detailed Gantt charts, reducing timeline overruns by 20% and ensuring project milestones success.
- Automated stakeholder reporting, cutting manual efforts by 40% and improving communication efficiency.

EDUCATION

Post-Graduate Certificate in Project Management

January 2024 – September 2024

George Brown College, Toronto

Post-Graduate Certificate in Human Resource Management

January 2023 – December 2023

Humber College, Toronto

Bachelor of Commerce in Accounting and Financial Management

June 2019 – May 2022

Maharaja Sayajirao University, India

CERTIFICATIONS

- Preparing for **Certified Human Resources Professional (CHRP)** Exam