

# WORK VAPOR

Job Link: <https://workvapor.in/jobs/hr-executive-fresher/>

## HIRING ORGANIZATION

Ubik Solutions Pvt Ltd

## EMPLOYMENT TYPE

Full-time

## JOB LOCATION

Rajkot, Gujarat, India

## DATE POSTED

? March 23, 2026

## HR EXECUTIVE (FRESHER)

### BASE SALARY

INR 18000 - INR 30000

### DESCRIPTION

**Job Title:** HR Executive (Fresher)  
Support HR tasks, manage employee records, and help in daily HR operations.

**Organization:** Ubik Solutions Pvt Ltd  
**Location:** Rajkot, Gujarat  
**Job Type:** Full-time, Permanent, Fresher  
**Experience:** Freshers can apply  
**Salary:** ?18,000 – ?30,000 per month  
**Work Mode:** On-site  
**Contact Number:** +91 9104569103

### About the Company

Ubik Solutions Pvt Ltd is a well-known company in the cosmeceutical and pharmaceutical industry. The company focuses on skincare, dermatology solutions, and healthcare innovation with a global presence.

### Job Overview

We are hiring an HR Executive (Fresher) to assist in HR operations, employee management, and daily HR activities. This role is ideal for candidates who want to start their career in Human Resources.

### Key Responsibilities & Role Details

- Assist in HR work and manage employee records properly
- Support daily HR operations
- Maintain employee data and documentation
- Help in implementing HR policies
- Assist in employee relations activities

- Ensure compliance with company rules
- Support various HR management tasks

### **Eligibility & Skills Required**

- Bachelor's degree (required)
- Basic understanding of HR processes
- Good communication skills
- Basic computer knowledge
- Organized and responsible

### **Perks & Benefits**

- Health insurance
- Provident Fund (PF)
- Career growth opportunities
- Professional work environment

### **How to Apply**

You can send your CV via WhatsApp.

### **Contact Details:**

WhatsApp: +91 9104569103