




DINKY PATEL

Human Resources

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 Nava Naroda, Ahmedabad-382330


 pateldinky301099@gmail.com

EDUCATION

Bachelor of Computer Applications


BPCCS

 2017 - 2020

 Gandhinagar

H.S.C


Navyug Vidyalaya

 Ahmedabad

 54%

S.S.C

Shalin Vidyalaya

 Ahmedabad

 60%

SKILLS

Personal Skill

- Confident
- Team Player
- Analytical
- Good Writing Skill
- Excellent Presentation Skill
- Computer Skill
- MS Office
- Ability to work Under Pressure
- Learning

CAREER OBJECTIVE

Human resources professional with 1.5 years of experience who is well-versed in designing and administering recruiting, on-boarding, and compensation plans. I am looking to continue developing as a well-rounded HR at an established company like **Metizsoft Solutions Pvt Ltd**.

WORK EXPERIENCE

Human Resources Executive

Metizsoft Solutions Pvt Ltd

 January 2021 – current

- Planning of Organizational Recruitment.
- Administered company-wide compensation and benefit plans
- Conducted employee onboarding
- Worked with team members 1 to 1 and in small groups to enhance performance and employee satisfaction
- Maintain the records of employees.
- Track the daily attendance of the employees
- Present the employees performance report
- Scheduled interviews for candidates across 10 roles
- Researched and adapted a new benefits plan that improved employee satisfaction by 9%
- Gathered feedback after final interviews, and created comprehensive compensation packages for prospective hires