

# DIMPAL PATEL

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A motivated and proactive BBA student specializing in Human Resources and Finance, currently pursuing studies at Anand Commerce College under SPU University. Possesses a solid foundation in business administration with practical exposure through industrial visits and volunteer experience in social service programs like Youth Red Cross. Demonstrates strong soft skills including communication, leadership, and time management, alongside proficiency in MS Office tools. Committed to continuous learning and contributing effectively in team-driven environments.

## EDUCATION

BBA (HR , Finance)

Anand Commerce College, SPU University

GPA: - 6.50

2024 – 2025

Higher S econdary School

Gujarat Secondary & Higher Secondary Education Board

Percentage: - 56 %

2021 - 2022

## SKILLS

- Editing Software – MS Office (MS Word, Power Point, Excel, Paint)
- Soft Skills – Proactive, Adaptability, Empathy, Excellent Communication, Teamwork, Leadership and Time Management.

## WORK EXPERIENCE

- Serving in the NGO as a volunteer.
- Youth Red cross program .
- HR Intern - SHINE Projects (1 Month)

## INDUSTRIAL VISIT

- Visit to HLE Glasscoat LTD – Anand
- Visit to Akshar Plastic Pvt Ltd - Anand

## Relevant Course & Certification

HP LIFE – Business Email & Professional Communication (2025)