

# RESUME

**NAME : NIKUNJ.K.JOSHI**

**DOB : 11/08/1989**

**NATIONALITY: Indian**

**CONTACT INFORMATION:**

**MOBILE NO:** +91 9687588115

**E-MAIL:**joshinikunj3@gmail.com

**CONTACT ADDRESS:**

**At Post:** Kumbhariya,

**Taluka :** Rajula

**District:** Amreli,

**Pin code:** 365555

**LANGUAGES KNOWN:**

- Gujarati
- Hindi
- English

**OBJECTIVE:**

- To continue my career with an organization that will utilize my MANAGEMENT, SUPERVISION & ADMINISTRATIVE skills to benefit mutual growth and success.

**PROFESSIONAL QUALIFICATION:**

- **MAJOR :** Human Resource Management
- **MINOR :** Marketing

**ACADEMIC RECORD:**

Sr. No.	Course	School / College	University / Board	Year of Passing	Percentage/ Credits
1	M.B.A	DEPARTMENT OF BUSINESS MANAGEMENT RK UNIVERSITY	RK UNIVERSITY RAJKOT	2014	6.75(CGPA)
2	B.C.A	SHREE VIVEKANAND COLLEGE.RAJKOT	SAURASHTRA UNIVERSITY	2012	56.00%

**SUMMER PROJECT:**

**Company Name :-** Ultratech Cement (Aditya Birla Group)

**Title of Project :-** “Employee Job Satisfaction at Ultratech Cement”(Kovaya plant )

**Duration of Project :-** 45 days

**Type of Sector :-** Cement Sector

**GRAND PROJECT:**

**Company Name :-**Banking Organization, Amreli

**Title of Project :-**“Employee Job Satisfaction at Amreli Banking Org.”

**Duration of Project :-** 30 days

**Type of Sector :-** Banking Sector

**Computer knowledge:**

- MS Office and Internet Surfing

**LANGUAGES KNOWN:**

- Gujarati
- Hindi
- English

**ORGANIZATIONAL SKILLS:**

- Organizational and Coordination
- Leadership and Presentation

**EXPERIENCE:****4. Name and Address of Employer :-Diamond Sing & Food Pvt.Ltd**

Type of Business Sector :-FMCG  
Tenure :-19/11/2021 To Continue  
Occupation or Position held :-HR Executive

**MAIN ACTIVITIES AND RESPONSIBILITIES :-**

1. Daily Attendance
2. Recruitment & Selection
3. Joining To Exit Formalities
4. Statutory Compliance(PF,ESIC,PT)
5. Employee Database File Maintain
6. Payroll
7. AdminWork
8. Liasoning With Legal Consulting

**3. Name And Address Of employer :-Infinium Toyota  
(Toyota Dealership in Rajkot)**

Type of Business Sector :-Automobile  
Tenure :-05/07/2018 To 18/11/2021  
Occupation or Position held :-HR Executive

**MAIN ACTIVITIES AND RESPONSIBILITIES :-**

1. Daily Attendance
2. Recruitment & Selection Process
3. Joining To Exit Formalities
4. Induction & Training
5. Statutory Compliance(PF,ESIC,PT)
6. Employee Database File Maintain
9. Payroll
10. Service Incentive Preparation
11. Liaisoning With Government Department

**2) Name And Address Of Employer :-Jai Ganesh Auto Care Pvt.ltd  
(Herocorp Authorized Dealer In Morbi)**

Types Of Business Sector :- Automobile  
Tenure :-20-03-2017 to 10-08-2017  
Occupation Or Position Held :- HR & Admin Executive

**MAIN ACTIVITIES AND RESPONSIBILITIES:-**

1. Maintenance of Daily Attendance
2. Joining Formalities & Induction
3. Leave Records of Employee
4. Recruitment & Selection Procedure
5. Evaluation of (DSE) Performance and their Process
6. Establishment of Employee Relation

**1)Name and Address of Employer :-Hotel Pooja, Mahuva**  
Type of Business Sector :-Hospitality  
Tenure :-21-03-2014 To 16-03-2017  
Occupation or Position Held :-HR&Admin Executive

**MAIN ACTIVITIES AND RESPONSIBILITY:-**

1. 1.Daily Attendance Maintain
2. Joining Formalities
3. Leave Records Maintain
4. Checking of customer records
5. Follow-up of customer feedback
6. Maintain All type Of Maintenance

**Key skills :**

- Can work Under any Circumstances
- Good at conflict Management And Problem Solving
- Very Good Team Player
- Hardworking
- Administrative

I hereby declare that above-mentioned information is true to the best of my knowledge.

**Nikunj.K.Joshi**

