

RÉSUMÉ

KARAN PATEL

Email: ghodikaran@gmail.com

Mob: +91 98 25 554945

Add: "Swami Shreeji", Ghodi Ni Pole, Near Chowk, Khambhat – 388 620

CAREER STATEMENT

Seeking an opportunity to work at a well-liked and well-reputed organization and to achieve good progress in my career through all my knowledge that helps in the development of company.

EDUCATIONAL QUALIFICATIONS

MBA (HR) – Charotar University of Science & Technology (CHARUSAT), Changa, 2016

BBA (HR & Export Mgt) – Sardar Patel University, Vallabh Vidyanagar, 2013

DBA (Corporate Laws) – National Institute of Management, Mumbai, 2010

HSC (Commerce) – M D Patel Ipcowala Higher Secondary School, Dharmaj, 2010

SSC – Smt. S A Rao English Medium High School (Supath), Khambhat, 2008

WORK EXPERIENCE

Calstores Pty Ltd., Sydney – Customer Service Attendant (Part time) – October 2018 to August 2019

- ♣ Money Handling, Various Report Generation
- ♣ Inventory Ordering, Receiving, Stocking & Control
- ♣ Perform timely Safety Checks for fuels and Gasoline
- ♣ Customer Service, Dealing with various customers' issues
- ♣ Train new joiners

John Energy Ltd., Ahmedabad – Executive – HR – November 2017 to July 2018

- ♣ Employee Onboarding and Induction
- ♣ File entry in ERP
- ♣ Monthly attendance, Leave, Salary Processing and Posting.
- ♣ Identity Card Data Management and Preparations.

- ♣ No Dues Preparation and Follow Up.
- ♣ Salary Register and Bank Transfer Sheets to be distributed at Different Locations.
- ♣ Appointment Letter Preparation and Distribution.
- ♣ Arranging Training for employees of different levels.
- ♣ Employee Engagement Activities

John Energy Ltd., Ahmedabad - *Management Trainee (HR)* - November 2016 to November 2017

- ♣ Joining Formalities
- ♣ File entry in ERP
- ♣ Identity Card Data Management and Preparations.
- ♣ Appointment Letter Preparation and Distribution.
- ♣ Monthly attendance, Leave, Salary Processing and Posting.

Universal Hunt Pvt. Ltd., Ahmedabad - *Business Consultant* - June 2016 to November 2016

- ♣ Sourcing resumes from different job portals as per the requirement from Client Company
- ♣ Developing a good understanding of client companies, their industry and their work culture and environment.
- ♣ Completing a search of the candidate database to find the right person for the employer's vacancy.
- ♣ Head hunting - identifying and approaching suitable candidates.
- ♣ Briefing the candidate about the responsibilities, salary and benefits of the job in question.
- ♣ Requesting references and checking the suitability of applicants before submitting details to the employer.
- ♣ Formatting resumes and correspondence to forward to clients in respect of suitable applicants.
- ♣ Organizing interviews for candidate as requested by the client.
- ♣ Informing candidates about the results of their interviews.
- ♣ Negotiating pay and salary rates and finalizing arrangements between client and candidates.
- ♣ Responsible for End to End recruitment consulting including Talent Search, Head hunting, Business Development and client coordination in India as well as international markets.

S. B. Vakil English Medium School, Khambhat - Asst. Teacher - February 2014 to May 2014

Subjects Handled: English & Social Science

- ♣ Learning and Teaching
- ♣ Paper Setting and Evaluation
- ♣ Guidance and Counseling
- ♣ Administrative Work
- ♣ Maintaining Attendance Records

PROJECT EXPERIENCE

- ♣ Completed Summer Internship Project on "*A Study on Employee Job Satisfaction at ONGC, Cambay*" at "*Oil & Natural Gas Corporation (ONGC), Cambay*" during May 2015 - July 2015.
- ♣ Completed Comprehensive Project on "*Awareness and Penetration of Learning Organization Concept in Automobile Industry in Gujarat*" during February 2016 - May 2016

OTHER QUALIFICATIONS

- ♣ Aptech Certified Computer Professional in *Web Development*.
- ♣ Successfully Completed Certificate Course in *Communication Skills - I* offered by Indukaka Ipcowala Institute of Management, CHARUSAT, Changa
- ♣ Successfully Completed an online offering course on "*Introduction to People Management*" from edX offered Indian Institute of Management, Bangalore (IIM-B).
- ♣ Successfully Completed an online offering course on "*Welcome to Game Theory*" from the University of Tokyo.
- ♣ Successfully Completed an online offering on "*Diploma in Modern Human Resource Management*" from Alison published by Saylor Foundation.
- ♣ Successfully Completed an online offering Certificate Course on "*Creating Meaning for Employees*" from Alison published by Stanford University.
- ♣ Successfully Completed an online offering Certificate Course on "*What Great Leaders Do*" from Alison published by Stanford University.

CONFERENCE / WORKSHOP / SEMINAR / TRAINING

- ♣ Successfully Completed *Five Days Internal Auditor Course on ISO 9001:2004, ISO 14001:2004 & OHSAS 18001: 2007* held on December 14, 2016 to December 18, 2016

conducted by John Energy Ltd., Ahmedabad and *Qualified* as *Internal IMS Auditor* of John Energy Ltd.

- ♣ Participated in Workshop on *“20th Innovation Conference Innovation Culture: Create, Sustain and Leverage for Better India”* held on April 04, 2015 conducted by Ahmedabad Management Association, Ahmedabad
- ♣ Participated in Workshop on *Building an organization through PEOPLE POWER* held on January 19, 2016 conducted by Ahmedabad Management Association, Ahmedabad
- ♣ Participated in Programme on *“14th Annual HR Conference 2016 Measuring and Managing Performance: HR’s Role”* held on March 05, 2016 conducted by Ahmedabad Management Association, Ahmedabad
- ♣ Participated in *SUMMMER MAN-EDU-TAINMENT CAMP* held during May 5-10 2014 organized by Indukaka Ipcowala Institute of Management, CHARUSAT, Changa.

CO-CURRICULAR / EXTRA CURRICULAR PARTICIPATIONS

- ♣ Participated in *Case Analysis, Mindspot and Team Building events in CONVEGNO 2015 – A Management Meet* held on February 21 – 22, 2015 organized by Indukaka Ipcowala Institute of Management, CHARUSAT, Changa
- ♣ Participated in *National Level Essay Competition* organized by Indukaka Ipcowala Institute of Management, CHARUSAT, Changa on February 2015
- ♣ Participated in *Case Analysis, Mindspot and Collage Making events in CONVEGNO 2016 – A Management Meet* held on February 12 – 13, 2016 organized by Indukaka Ipcowala Institute of Management, CHARUSAT, Changa

PERSONAL DETAILS

Date of Birth	: April 26, 1993
Languages Known	: English, Hindi and Gujarati
Personality Traits / Skills	: Excellent communication skill with fluency in English, Enthusiastic and Hardworking, Responsible towards work, Can work well in Teams and individual as well and Self-dependent