

DIMPLE MOSALPURIA

Plot No- 167 Ward No- 9 AE Bharat Nagar Gandhidham Kutch, Gujarat

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Objective

To pursue my career in a progressive and professionally managed organisation, this will provide adequate opportunities and environment to draw upon my knowledge, experience and clear strengths for mutual benefits.

Education Details

- Bcom, Tolani Commerce College
52.83%
2017
- HSC, P.N Amersey High School
61.33%
2014
- SSC, PN Amersey High School
57%
2012

Work Experience

- Adroit incorporation
HR Executive
Feb 2018 - Apr 2018
Recruitment, Reviewing resumes and applications
Conducting first round of telephonic interview for the candidates to schedule interviews.
Conducting recruitment interviews and providing the necessary inputs during the hiring process
Conducting employee orientation and facilitating newcomers joining formalities
Maintaining and regularly updating master database (personal file, personal database, etc.) of each employee
Preparing letters such as offer and confirmation
job postings
payroll

Field of Interests

- Human Resource
- Management
- Dance

Skills

- Adaptability
- Self motivation
- Quick learner
- Punctual
- Leadership

Strength & Hobbies

- Self motivation
- Cooking

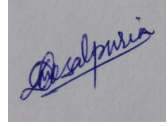
- Badminton

Declaration

All the information mentioned in the resume are correct to the best of my knowledge and believe.

Date : 16-04-2018

Place : Ahmedabad



(DIMPLE MOSALPURIA)