

Rakshit K. Dave

Contact: - (+91) 7567562950

- E-mail:-daverakshit1991@gmail.com

To work with an organization that provides ample opportunities to learn and to contribute for the growth of an organization and self.

Work Experience

Finlite Technologies Pvt. Ltd Ahmedabad

Duration:- June 2018 – Current

Designation:- HR Admin

Responsibilities:-

Currently working as an HR executive where I am responsible for screening, interviewing, recruiting and placing employees. I also handle employee relations, payroll and benefits. Plan, direct and coordinate the administrative functions of an organization, consult with managers on strategic planning and link organization's management with employees. Responsible For Background Verification. Creating and distributing documents. Employee engagement activities, Etc.

Mas Financial Services Ltd Ahmedabad

Duration: - February 2017– August 2017

Designation: - HR Executive

Responsibilities:- Documentation- Exit Formalities – Employee Records – Email Drafting – Departmental Relations etc.

Education

Advanced Training in Tally and Accounts

Duration: - November 2015- January 2016

Modules:

Making Trial Balance, Balance sheet, Profit and loss account and trading account in Tally

PGDM.HR

Duration: - June 2013 – April 2014

Institute: - B.K. School of Management , Ahmedabad

Higher Secondary Examination (12th Standard) Secured 49%

Duration: - June 2008- May-2009

Institute: - G.H.S.E.B (INDIA)

Modules Included: - Accounts, Business Management, Economics.

Secondary Examination (10th Standard) Secured 59%

Duration: - June 2005- May 2006

Institute: - G.S.E.B

Extra-Curricular Activities

B. com (Bachelor in commerce)", Gujarat University from 2010 to 2013

Personal Details

Name: Rakshit Dave

Date of Birth: 17th August, 1991

Mother's Name: Mrs. Manjula Ben Dave

Father's Name: Mr. Kirit Bhai Dave

Marital Status: Married

Languages known: English, Hindi and Gujarati

Hobbies: listening to music, exploring new places, cooking, singing.

Permanent Address: C-103,Payal Society B/H Jain Temple Krishnanagar,Ahmedabad.

Pin Code: 382345

Strengths: Leadership skills, self-motivated, Management, Human Resources, Strategic planning.

Declaration

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

PLACE: Ahmedabad

