RESUME

MEHTA UTPALA K.

11/siddharth nagar society,

Pij road,

Nadiad-387002

**Mob No**: 8128922400

**Email**: utpala.mehta@yahoo.in

**Career Objective**

I am hoping to acquire a challenging human resources management position where I make use of my extensive experience in the field to handle staff recruitment and promote employee relations to increase the overall effectiveness of your company’s workforce.

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| --- | --- | --- | --- | --- |
| **Passing Year** | **Qualification** | **Percentage** | **Institute/University/Board** | **Specialization/Major Subjects** |
| 1stsem | M.H.R.M | 7.04 GPA | S.P UNIVERSITY | HUMAN RESOURCE MANAGEMENT |
| 2ndsem | M.H.R.M | 6.60 GPA | S.P UNIVERSITY | HUMAN RESOURCE MANAGEMENT |
| 3rdsem | M.H.R.M | 7.28GPA | S.P.UNIVERSITY | HUMANRESOURCE MANAGEMENT |
| 4thsem | M.H.R.M | 8.08GPA | S.P.UNIVERSITY | HUMANRESOURCE  MANAGEMENT |
| 2012 | B.A. | 52 | S.P UNIVERSITY | ENGLISH LITETURE |
| 2007 | H.S.C. | 71.71 | G.S.H.E.B. | ARTS |
| 2005 | S.S.C. | 55.43 | G.S.E.B. | - |

**Academic Background**

**Dissertation**

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| Project Name | **“PERFORMANCE MANAGEMENT SYSTEM”** |
| company name | “Amul kaira district co-operative ltd” |

**Extra Curricula Activities**

* Participated in the HR Convention-‘Workplace 2025:shaping the future, challenge before HR professions’ 2013.
* volunteer at "MAITRY NGO" at Nadiad.
* As a volunteer participated in Khelmahakumbh of handicapped 2013.
* As a volunteer participated in "PRERNA event" at Baroda for the special childrens.

**Strengths**

* A positive attitude and self-confidence
* Obedient, regular and hardworking
* Honest and discipline
* Quick learner

**Weakness**

* Easily trust on others
* Emotional

**Training During Master degree**

* Training in "Maitry NGO"
* Training in "AMUL"(khatraj plant)

* Training in " HINDUSTAN COCA COLA BEVERAGES PVT.LTD"

employee personal file documentation, make attendance sheet documentation

**Personal Profile**

**Date of Birth : 15.08.1990**

**Gander : Female**

**Martial : married**

**Nationality :** **Indian**

**Languages Known : English, Hindi, and Gujarati.**

**Hobbies : Dancing, to learn new things**

**DECLARATION:**

**I HEREBY DECLARE THAT THE ABOVE MENTIONED INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE .**

**Mehta Utpala**