

Kirti Patel
D.E.E., PDCA, MBA

A/55 Shayam Apartment
Ner Rameshwar Mahadev
Meghaninagar
Ahmedabad - 16
M: 9426543402
E-mail:
kirti_42514@yahoo.co.in

Objective	To achieve professional excellence through knowledge, experience and Exposure.
Job Summary	Having 12 years experience in handling HR function including Resource Planning, Recruitment, Induction, Performance Management, , Personnel Management, Payroll Processing, Office Administration, Liaisoning, and Organizing various Welfare & Cultural Activity.
Industry experience	➤ IT / Software /Telecom / KPO / BPO
Professional Experience & Skill Summary	<div><div>➤ Hands on experience in Recruitment & Selection process, Job Fair Preparations, Conducting interviews, walk-in interviews, Induction & Orientation program, Performance Management system, Increment Procedure, and Exit formality.</div><div>➤ Independently handle Salary process of 250 employee of corporate office and all work related to PF, Employment Exchange etc. like salary disbursement, deposition of contributions, filling of various returns and statutory legal compliance, PF withdrawal, death case settlement.</div><div>➤ Exposure in implementing various motivational plans which is duly reviewed every quarter.</div><div>➤ Exposure in handling administration function of corporate office like negotiation and renewal of various contracts, various bills checking and looking after its payment, various kind of booking, maintenance of office vehicle, controlling administration cost, dealing with various service providers Ex. Mobile, BSNL etc.</div><div>➤ Proficient at maintaining cordial business relationship with various government bodies and external agencies through effective Liaisoning.</div><div>➤ Exposure in resolving and handling day-to-day grievance matter and maintaining employee relation.</div><div>➤ Exposure in handling immigration and visa work process for business and employment.</div><div>➤ Exposure in organizing, designing and coordinating various cultural programs like staff cultural program, Cricket tournament, Birthday wishes, staff picnic, get-together, quiz program etc.</div><div>Exposure in designing and printing diaries, calendar and New Year greetings.</div></div>
Achievements	<div><div>➤ Successfully placed more than 150 people within 6 months at diff position right from Sr. Manager, Project Manager, Programmers, Call Center Executives, Web Researcher etc.</div><div>➤ Successfully completed system study and implemented Task Manager for effective Resume Management.</div></div>

- Successfully implemented E-performance appraisal module, which is very effective and provide analytical data on fingertips.
- Successfully completed Immigration process of around 10 employees to extend employment support to US Project of the parent company.
- Successfully organize various cultural programs for whole group.

Professional Skills /Strength

Adaptability of new work environment, Good team player, dedicated and committed to work, good negotiation skills, good co-ordination skill, co-operative, multi tasking.

Professional experience

- March 2007 – Till Date : **Arzoo.com (I) Pvt Ltd & Sabse Technologies Pvt.Ltd**
 - **Presently designated as Sr.Executive (HR & Admin) Reporting to VP (Operation) Head Office sabsebolo.com.**
- February 2004 – March 2007: **Juriscape Legal Research Pvt. Ltd.** A part of Hi-Tech export, Ahmedabad. A leading MNC, IT and KPO Company in to developing websites and web based applications.
www.juriscape.com.
 - **Executive (HR) Reporting to Manager (HR & Admin) .**

Education Qualification

- D.E.E (Diploma in Electrical Engineer) with 59% from Technical Education Board Gujarat in 1999
- PDCA (Post Diploma in Computer Application) with 60% from Technical Education Board Gujarat in 2001.
- MBA (HRM) from National Institute of Management (Corresponds course) with A+ grade.

Professional Qualification

Languages Known

English, Gujarati and Hindi

Computer Skills

- Good command over MS Word, Excel, Power Point.
- **Proficient in using different module of HR like payroll processing, online performance system, online recruitment module.**
- Windows –2000 / 98 / 95, Window XP, Linux, Internet, Intranet.

Personal Details

Date of Birth: 5th July 1979.

Father Name: Ramanbhai N. Patel.

Marital Status: Married.

Interest & Hobbies

Playing Volleyball, listing music.