

**DHRUVI PATEL**

**(B.E. – Electronics & Communication Engineering)**

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**Mobile:** +91 8128115455

**OBJECTIVE**

- To work and associate in the most challenging position with an organization that gives scope to increase my knowledge and skills with an innovative, competitive world and technology. Also provide ample opportunities to learn and to contribute.

**EMPLOYMENT HISTORY**

- June'14 to December'17: Lord Krishna School of Science, Patan as a Mathematic Assistant Teacher for 11<sup>th</sup> & 12<sup>th</sup> Science).
- March'18 to July'19: Worked as an HR Executive at IT Path Solutions Pvt Ltd, Ahmedabad.
- September'19 to till now: Working as an HR Executive at X- Byte Technolabs Pvt Ltd, Ahmedabad.

**KEY RESPONSIBILITIES HANDLED**

- Implement effective HR policies to ensure all practices are in compliance with employment regulations.
- Organizing and conducting walk-ins, face to face interviews, conducting test and follow ups.
- Develop targeted outreach recruitment programs to recruit more minorities and meet affirmative action requirements.
- Directed training/staff development initiatives to maximize productivity and revenue potential through development of a sales team.
- Joining formalities to relieving formalities as per Company HR Policy
- Maintaining the attendance and leave records of more than 80 executives.
- Develop user friendly application forms and questionnaires to be used by the organization during staff recruitment and interviewing.
- Forecasted & reported on projected future salary hikes of executives.

**PERSONAL QUALITIES**

- Innovative and assessing the qualities of people
- Dynamic communication & organization skill
- Proficient in Microsoft office (Word, Excel, Power point)

**COURSE**

- Having completed a course in Digital Marketing from ASDM (Ahmedabad school of Digital Marketing)

## ACADAMIC TRAININGS

- Completed last year academic training in **Reliance Communication ltd, Mehsana.**
- Developed last year project in **Windsor Machines Pvt. Ltd, Ahmedabad.**

## ACADAMIC QUALIFICATIONS

Degree	Year	Performance	Institute /College	Board / Univ.
B.E (E.C.E)	May-2013	CGPA-8.73	GOVERNMENT ENGINEERING COLLEGE, PATAN	GTU
8 <sup>th</sup> Sem.	May-2013	SPI-8.80		
7 <sup>th</sup> Sem.	Dec-2012	SPI-8.82		
H.S.C.	Mar-2009	83.80%	SHETH B.M. HIGHSCHOOL, PATAN	GSHSEB
S.S.C.	Mar-2007	84.92%	SHETH B.M. HIGHSCHOOL, PATAN	GSEB

## PERSONAL PARTICULARS

- Name : Dhruvi Patel
- Date of Birth : 16<sup>th</sup> June, 1992
- Sex : Female
- Marital Status : Married
- Age : 29 Year
- Language Known : English, Hindi and Gujarati
- Strengths : Honest, Enthusiastic, Punctual, Confident and self-motivating.
- Hobbies : Hangouts, Movies and Music, Net surfing, Playing indoor-outdoor games
- Current Address : B/203 Sarthak Flats, Behind Swagat Rainforest 4, Sargasan, Gandhinagar-382421

I hereby declare that all the above information provided by me are true and correct to the best of my knowledge and belief.

**DHRUVI PATEL**

