

Aditi Patel

An agile and adaptable Human Resources enthusiast with a stellar internship experience of 13 months of progressive success in HR roles. Trained to coordinate, execute and deliver HR programs related to recruitment, orientation, policies vetting, designing training calendar, and other HR projects and processes. Sophisticated in communicating and collaborating effectively by relying on excellent interpersonal skills, high-level emotional intelligence and solid expertise in employee relations.

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📍 Ahmedabad, India

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EDUCATION

Master of Business Administration (MBA)

B.K School of Professional & Management Studies

10/2021 - Present

Ahmedabad, 4.17 CGPA

Bachelors of Accounting & Finance (BAF)

Nagindas Khandwala College

07/2018 - 04/2021

Mumbai, Grade : A

HSC

Bombay Suburban Grain Dealers Junior College

07/2016 - 04/2018

Mumbai, Marks: 78.77%

SSC

Vivek Vidyalaya

2016

Mumbai, Marks: 82.80%

INTERNSHIP EXPERIENCE

Human Resources Intern

Symphony Limited

06/2022 - 08/2022

Ahmedabad

Achievements/Tasks

- Responsible for assisting with recruiting processes, identifying potential candidates, and conducting first round of interviews. HR Policies vetting, and updating policies. Assisted in preparation of Annual Training Calendar.

Human Resources Intern

INGLU

08/2021 - 10/2021

Achievements/Tasks

- Interviewed candidates and made a team of 25 social media marketing interns, onboarded them, oriented them on the tasks. Handled the team and assigned regular tasks to meet the deadlines keeping a track with the HR Executives.

Assistant Supervisor (HR Group)

Aashman Foundation

03/2021 - 09/2021

Achievements/Tasks

- Led a team of 40 interns, assisted them with recruitment process by posting job ads, filtering applications. Worked as a process partner, by providing offer letters. Maximized team knowledge and productivity by training, monitoring, and directing interns.

Human Resources Team Lead

The Mentor

05/2021 - 08/2021

Achievements/Tasks

- Managed a team of 30 interns, aiding the smooth running of HR administration processes. Worked on CRM software, Hubspot solved client queries, compelled all data entry precisely, recruited and hired. Facilitated onboarding of new interns by scheduling orientation, allotting their teams, & providing offer letters.

CORE QUALIFICATIONS

New Employee Orientation

Recruitment Administration

Application Processing

Onboarding understanding

HR Policies & procedures

CRM Skills

Training & Development

Hubspot

Leading teams

Applicant screening

Maintaining files

MS Office

AREAS OF RESPONSIBILITY

Web Committee Member at BKSPMS (12/2021 - Present)

Web Committee being the mouthpiece of BKSPMS, I am responsible for keeping the website up-to date. Accountable for extensive coverage of all college events, sending and posting updates on social media about all campus activities, webinar meets and student achievements and institute performance.

Secretary at HR Club BKSPMS (11/2021 - Present)

Improved page content, keyword relevancy, and branding to achieve search engine optimization goals. Developed HR content posts, videos, and reels for social media. Keeping the HR page of BSPMS updated with content related to HR Jargons, HR tips and other relevant HR knowledge.

ACCOMPLISHMENTS

Accorded as the Best Intern of the month & Letter of Recommendation (06/2021)

The Mentor

CERTIFICATES

Tally Pro & Advance Excel (04/2020)

Nagindas Khandwala College

MS Office (08/2016)

Keerti Computer Institute

LANGUAGES

English

Full Professional Proficiency

Hindi

Native or Bilingual Proficiency

Gujarati

Native or Bilingual Proficiency

Marathi

Elementary Proficiency