

**Barkha Vipul Patel**

Zundal, Ahmedabad – 382 470

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**OBJECTIVE**

Human Resource professional having knowledge & experience of different fields looking for opportunity to expand my knowledge & skills into vast field of Human Resource as well.

**WORK EXPERIENCE****Johnson Controls-Hitachi Air Conditioning India LTD - Kadi (Since Dec'19)****Human Resource & L&D Officer****(Apr'22 – Currently working)**

Work & Responsibilities:

- Sourcing candidates via online job portals like Naukri.com
- Pre-joining & Post-joining formalities
- Supporting Talent Acquisition team in documentation
- Arranging new employees travel, stay & meal
- Building & maintaining relationship with current & new employees
- Making LOI, Offer letter & Appointment letter
- Coordination with field HR for new employee's joining
- Employees work stream mapping/analyzing
- Manpower planning
- Analyzing Job description & Goal sheets
- Assisting L&D team in conducting & lining-up trainings

**Front office coordinator****(Dec'19 – Apr'22)**

Work & Responsibilities:

- Employee engagement activities like Birthday cards, Display card, Rewards and Recognition etc.
- Event management of Global Development Center like monthly birthday celebration, snacks arrangements for it etc.
- Global Development Center HR documentation & data management
- Managing Vodafone Idea Ltd. Company owned company paid 1300+ mobile connections
- Up-keep meeting rooms & reception area and maintaining it
- Facilitation for employee, vendors & guests
- Cafeteria management
- L&D of Global Development Center like making learning hour sheet of trainings and clicking photos of it
- Guest management

- Vendor management/coordination as per requirement
- To get approval and payment process for it
- To ensure every single equipment and things are on its' place and in working condition
- Housekeeping coordination for cleanliness
- Supervise Creche area, the nanny and the kids

### **Global Project - Record Retention Program**

**(May'21 to Apr'22)**

- Assisting in Country business record coordinator (CBRC) in this Global project to gather record from 22 Local business record coordinators (LBRC) of their department.
- Training and meeting LBRCs and tracking & verifying records.
- Compiling records of every department & managing data file.
- Assigning it's retention period & destruction date with the schedule given by JCI & HOD
- Sharing the same with JCI Global Compliance team and keep working on it.

### **Executive Assistant to Director**

**(Dec'21 to Apr'22)**

- Meeting arrangements
- His travel arrangement
- Hotel, Flight, transportation, and meal arrangements during his travel
- Coordination with field employees during his travel
- His reimbursement and claim processing
- Any other requirement for his smooth work

### **Savino Del Bene India Pvt Ltd – Ahmedabad**

**(Aug'17 – Apr'19)**

#### **Admin cum HR**

##### **Work & Responsibilities:**

- Branch HR & Admin activities
- Joining & Exit formalities
- Collecting & keeping Employee data & documents
- Supporting Head HR(Bombay) in HR/Admin activities
- Attendance & Leave management
- Biometric data handling
- Bank accounts opening, PT & PF submission, I-card allocation to employees, Visiting cards allocation
- Branch event management
- Handling reimbursement of employees
- Vendor registration and management
- Processing vendor invoices
- Looking after branch requirement of stationary, pantry items, printers, electricity bills, landline & internet connection, water & tea, etc.

- Petty cash handling and office budget
- Stock maintaining of stationary & pantry
- Cab, Hotel, Lunch/dinner booking for employees & guests
- Handling front office are
- Taking inbound call
- Sending and receiving couriers
- Taking care of administration

### **Corona Remedies Pvt Ltd - Ahmedabad**

**(Jun'16 – Feb'17)**

#### **Admin Executive**

Work & Responsibilities:

- Taking inbound call
- Handling front office
- Receiving and sending couriers
- Making and keeping data of monthly stationery stock
- Managing housekeeping staff's attendance
- Meeting coordination
- Cab booking
- Lunch arrangement for clients

### **Aegis Ltd – Ahmedabad**

**(Feb'14 – Nov'15)**

#### **Customer Care Executive**

Work & Responsibilities:

- Taking inbound calls of Postpaid customers
- Resolve their queries
- Raising complaints and request
- Checking, changing plans and packs
- Make them understand about their plans, packs and bills

### **EDUCATION QUALIFICATION**

- Online - M.B.A. (Human Resource) – D.Y.Patil University - 2024
- B.A. (English Literature) – S.P.University - 2022
- H.S.C. - G.S.H.E.B - 2013
- S.S.C. - G.S.E.B – 2011

**PERSONAL INFORMATION**

- Gender : Female
- Date of Birth : 25<sup>th</sup> Feb 1996
- Languages : English, Gujarati, Hindi,  
Known Punjabi
- Marital Status : Married
- Hobbies : Painting & Travelling

**KEY SKILLS**

- Good management skills
- Good communication skills
- Adaptability
- Honesty

**Thanks & Regards,**

**Barkha Vipul Patel**