

Resume

Vishnu Patel

ADDRESS:- 27,Sahjanand Society
Opp. Hiraba School, Vastral,
AHMEDABAD - 382418

MO NO: - 9724227260
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Objective

I intend to excel by giving best of mine to the every responsibility offered to me in the competitive environment and thereby realize the organizational and personal goal.

Profile

I have ability to work cooperatively as a group member and also efficiently as an individual using personal initiative. I am enthusiastic, ambitious, punctual, presentable, responsible, reliable, well-organized and great capability and potential to succeed. I work well on assigned projects, producing high quality work and I am managing good relationship in the branch.

Professional Qualification

Examination	School/College	Board / University	Year Of Passing	Result
M.B.A	Jaipur National University, Rajkot	Jaipur University	2018	62.30%
B.B.A	Shree C.U. Shah Commerce College, Surendranagar	Saurashtra University	2015	64.00%
H.S.C	Sadhana Vidhayalaya, Dhrangadhra	G.H.S.E.B	MARCH- 2012	67.71%
S.S.C	Shree Swaminarayan Bhagwatdham Gurukul, Dhrangadhra	G.S.E.B	MARCH- 2010	64.00%

Work Experience

1. Hr Recruiter

Calibehr Business Support Services. (June-2022 – TILL DATE)
703, 7 Floor, Sakar-2,
Nr Ellis-bridge Police Station,
Ahmedabad

2. Hr Recruiter

Quess Corps LTD. (AUG-2021– April-2022)
B2, 6 Floor, Palladium Building,
Nr Vodafone House,
Ahmedabad

3. Hr Executive

Shivam Electricals, (FEB-2019 – JUN-2021) Ambavadi,
Ahmedabad

Professional Experience

» Evaluate job applications, cover letters, and resumes to select the best-qualified individuals who match the job description and company goals.

» Counsel new employees when hired in regards to salary level, employee benefits, job duties, and other procedures to start off successfully.

» Implement a new system of recruiting qualified individuals for job openings by targeting specific demographics in job advertisements, reducing the time needed for talent searches.

Competencies

- Positive Nature, Self confidence, Learning New Things Quickly

Computer Literacy

- Ms office, Tally
- Good Computer Knowledge
- Internet Surfing

Sports and Hobbies

- Playing Cricket, Watching Cricket
- Reading, Traveling, Music

Strengths

- Good communication skill
- Extrovert
- Positive Attitude
- Ambitious, Hard working, Energetic and Well Disciplined

Personal Details

- **Name** : Vishnubhai Dashrathbhai Patel
- **Gender** : Male
- **Contact number** : +91 9724227260
- **E-mail Address** : patelvishnu4453@gmail.com
- **Birth date** : 28/06/1995
- **Languages** : Gujarati, English, Hindi
- **Nationality** : Indian

Summary

I hereby declare that the above furnished information is authentic to the best of my knowledge.

Yours Faithfully,
Vishnu Patel