

# Patel Krupali

Human Resource Executive

## My Contact

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📍 Ahmedabad

## About Me

Dedicated HR professional offering 2.6 years of success in benefits administration, employees relation and performance management and depth understanding of policy implementations and want to know more about HR domain in different parameters cause of my keen interest

## Skill

- Applicant Screening
- Recruitment
- Candidate Sourcing
- On-boarding procedures
- Termination Procedures
- Employee Engagement

## Soft Skill

- Observation
- Decision making
- Communication
- Multi-tasking

## Education Background

- K.Ka.shashtri college - Ahmedabad  
*Bachelor of Business Administration*  
Completed in 2019
- R.C. Patel - Gandhinagar  
HSC  
Completed in 2016
- Patidar Kanya Vidhyalay - Bhuj  
SSC  
Completed in 2014

## Professional Experience

Bajarang Fresh Pvt Ltd. - Ahmedabad  
Assistant Accountant

2018 - 2019

Key responsibilities:

- Mahalaxmi Mart is a super market where i maintained
- maintain company's ledger
- daily financial transactions such as daily bill
- sales-purchase order
- payable and receivable amount
- Attend sales man for purchase order

Intara Designs - Ahmedabad  
HR

2020 - present

- Maintained employee database and updating records.
- sourced prospective candidate using job portals resume databases, recruitment and new joiner's orientation.
- Prepared various letters like offer confirmation letter, increment letter letter, appointment letter, experience letter and relieving letter.
- Arranged Logistics for new joiners like laptops, desktops, Bio Matrix Etc..
- Maintained and recorded day to day invoices of the organization.
- Tracked attendance, maintaining leave records etc..
- Employee engagement: Celebrated the festivals, employee's birthdays and arranged get-together
- Prepared offer letters, and job descriptions, completing joining Formalities and documentation.
- Conducted telephone and Personal interviews of candidates'
- Handle office expenses