

DIPIKA KURVADIYA

+91-9998217639

dkurvadiya@gmail.com**CAREER OBJECTIVE:**

“To obtain a creative and challenging position in an organization that gives me an opportunity for self-improvement and leadership, while contributing to the symbolic growth of the organization”.

ACADEMIC PROFILE

Examination	School & College Name	Board & University	Month/Year	% Marks
M.B.A. (Marketing)	S.K.Patel Institute of Management & Computer Studies, Gandhinagar	Kadi Sarva Vishwavidyalaya	May-2017	70%
PGDM HRM	GLS institute	GLS institute	2013	71%
B.Com	City C.U.Shah Commerce College	Gujarat University	2012	55.00%
12 th Comm.	Shri Jiven Sadhana Higher Secondary School,Ahmedabad.	G.S.H.E.B.	April-2009	74.00%

I also took training of Software Testing form Tops Technology.

PROJECTS UNDERTAKEN.**Comprehensive project -2**

Presentation – Brand Preference on Mobile Purchase among the student of Kadi campus, Gandhinagar.

Comprehensive project -1

Presentation – Advertisement Industry

Summer Project (45 days) -

Organization : - HDFC LIFE INSURANCE.

Description :- Finance & Marketing Department.

TITAL : - "CONSUMER'S BEHAVIOUR ABOUT HDFC LIFE INSURANCE"
Winter Project
Presentation : - Tourism Industry.

Experience

Carwale.com

1st June 2017 to 31st January 2020

Senior Executive Dealer.

- Maintain B2B Relationship with Dealer Principal.
- Approach new Dealer to enhance business.
- Enthusiastically conversed with Authorized person at Dealership about product and its benefits.
- Assist software which we provide to dealership in daily basis.
- Maintain relation with Spoke person and also solved his or her query of software.
- Taking care of payment as well helps to dealer for growing his /her business.

CMS IT Services Pvt Ltd.

1st October 2020 to 31st January

Consultant.

- Facilitate discussions with the client to elaborate on the areas of proposed improvements
- Define the problem concisely and hypothesize the proposed solution
- Perform quantitative and qualitative analysis to drive the proposed solution
- Quantitative research methodologies include data mining, creating financial models, and performing valuation analysis
- Consolidate the findings from the analysis and present solutions to the client
- Develop and present a plan to implement the recommended changes
- Support the business development activities of the firm such as pursuit development and production of thought papers

Biomax Security Pvt Ltd. (21st March 2021 to till date)

HR Executive.

- Assess the job requirements from each department.
- Either publish or post job vacancy on job portals or print media
- Scan through the resumes, check for the 'key words' which the department managers have asked to look into the resumes.
- Schedule the job interviews, collect the feedback and send a weekly report of its and fails and continually educate employees on company policies.
- Attendance, Time-management, Updating leave Management etc.
- Work with company CEO and/or Director to strategically plan HR initiatives that will benefit the company and encourage more efficient and beneficial work from employees.
- Promote a positive and open work environment where employees feel comfortable speaking up about issues.
- Payroll & Salary processing

- Joining and Exit Formalities.

ACHIVEMENTS & PROFESSIONAL DEVELOPMENT

- Attended Workshop on digital Market.
- Attended Industrial Visit To Adani.

- Participated in Sizzling Stall competition in College.

TECHNICAL SKILLS & GENERAL SKILLS

- MS Office
- Tally ERP.9

REFERENCES

Prof. Krupa Mehta.
(Placements committee Incharge)
S. K. Patel Institute of Management &
Computer Studies,Gandhinagar.
Contact Number: 91+ 9724336400

Akshay Patel

Mansukh Security
Contact Number: 91+9099604747

PERSONAL PROFILE

Full Name : - Kurvadiya Dipika S.
Address : - 446/2584 ,G.H.B, Near Navlakha Bunglow , Bapunagar .
Date of Birth : - 25th Sep , 1992
Gender : -Female
Languages Known : -English, Hindi, Gujarati

DECLARATION

I hereby declare that the above given information are true and to the best of my Knowledge.

Date : -

Place : - Ahmedabad

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