

# CURRICULUM VITAE

## **DEVANG MANOJKUMAR PATEL**

**MBA(HR)**

### **Area of Interest:**

**Human Resources**

### **Correspondence Address:**

H-7, Satkar Society, K.K. Nagar  
Road, Ghatlodia,  
Ahmedabad - 380061

### **Permanent Address:**

H-7, Satkar Society, K.K. Nagar  
Road, Ghatlodia,  
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**Mob. No.:** +91 8401955915

### **E-Mail:**

devangpatel9292@gmail.com

## **OBJECTIVE:**

To pursue a challenging career in human resources sector by utilizing and enhancing my skills and to work in an environment that provides me a challenging edge to sharpen my skills and to contribute constructively to the organization.

## **STRENGTH AND KEY SKILLS:**

- Co-Operative, Self-Devoted and Motivated.
- Hard, Confident, Smart Worked and Result Oriented.
- Self-Studying Learner of New and Required Techniques.
- Easily Adaptable to New Concept & Ideas.
- Trustworthy, Punctual, High Energy Level and Accept Challenges.
- IT Recruitment, End to End Recruitment, Recruitment Management, Payroll Management, Leave Management, Human Resource Management Software, Zoho, Employee Engagement, Employee Communication, Joining Formalities, Office Administration.

## **ACADEMIC RECORD:**

- **Master of Business Administration (MBA)** from K S School of Business Management at Gujarat University Campus, Navrangpura, Ahmedabad-380009. (First Class).
- **Bachelor of Business Administration (BBA)** from K S School of Business Management at Gujarat University Campus, Navrangpura, Ahmedabad-380009. (First Class).
- **H.S.C** from Nutan Vidya Vihar School, Ghatlodia, Ahmedabad (First Class).
- **S.S.C** from Gyanda School, Ghatlodia, Ahmedabad (First Class).

## **PROFESSIONAL EXPERIENCE:**

- Currently, I am working in E Edge Technology Pvt Ltd, As a HR Executive and Recruiter from Oct-2022 to Present.
- I have worked in Oil and Natural Gas Corporation Limited, As a Assistant HR in HR Department from April-2021 to March-2022.

## **JOB PROFILE:**

- Administration as per Organization's policies, rules and regulation.
- Organizing successful events like picnic, farewell, training etc.
- Interaction with various Government and private officials like Skill Development organization as well as Local Authorities etc.
- Data entry, designing, setting and decoration of various specialized reports.

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## **Personal Profile:**

Date of Birth : 09<sup>th</sup> Feb 2000

Sex : Male

Marital Status : Unmarried

Nationality : Indian

## **Linguistic:**

Speak, Read and write Comfortably:

- English
- Hindi
- Gujarati

## **Interests and Hobbies:**

- Traveling
- Reading

- Maintenance of all types of office records in effective manners.
- Receiving leave application, approval of competent authority and maintenance of such records.
- Updating documents / manuals / software / records and registers.
- Closely associated with work related to Hospitality, House Keeping and maintenance.
- Preparation of absentee statement for office / field personnel.
- Good knowledge of HRMS software like Zoho.
- Maintains human resources records by recording new hires, transfers, terminations, changes in job classifications, merit increases; tracking vacation, sick, and personal time.
- Email follow-up from employers, Recruitment and Selection, Joining Formalities, Exit Formalities, Employee Engagement, Payroll, Attendance and Leave Management.
- Implement effective sourcing, screening and interviewing techniques.
- Continually educate employees on company policies and keep employee records.
- Manage hiring of the employees, attendance and payroll.
- Coordinate and direct work activities for managers and employees.
- Promote a positive and open work environment where employees feel comfortable speaking up about issues.

## **PROJECTS & ACHIEVEMENTS:**

- ❖ Many Certificates have achieved in school's curricular activities.
- ❖ Many Online Certificates Courses have done in Lockdown during Covid-19.

## **TECHNICAL SKILLS:**

Ms Office, Windows, SAP system & Internet.

**Declaration:** I hereby declare that the information provided above is true to the best of my knowledge and belief.

Yours faithfully,

DEVANG PATEL