**RESUME**

**Badheka Janki Bharatbhai**

**B-703 Styadeep Heights Near,**

**Palm Green Opp- Torrent power Substaion,**

**makarba Pin no-380051 Ahmedabad**

**E-mail: jankibadheka06@gmail.com Mobile: 9428693932**

* **CAREER OBJECTIVE**

**To obtain a position as a HR Executive that will utilize my knowledge to fulfill the needs and goals of the company.**

**Key skills**

* Proficient in English language.
* Good communication and interpersonal skills.
* Proficient with MS Office: Excel, Word, & Power Point

**WORK EXPERIENCE**

Worked in HDFC Bank for 1.5 year in Bhavnagar.

Role & Responsibility :

* Account sourcing
* Insurance
* FD/RD
* Sourcing Credit Card

Worked in Avant Garde Techno Networks Pvt Ltd as a HR Executive for last 5 month in ahmedabad.

Role & Responsibility :

* Recruitment
* Attendance and Salary Management
* Conducting Interview
* Administrative work
* Induction
* Employee engagement
* Grievances and retention
* Office maintanance

Worked in HMMBiz Web Solutions as a HR Executive for last 6 month in ahmedabad.

Role & Responsibility :

* Recruitment
* Salary Management
* Leave Management
* Conducting Interview
* Administrative work
* Induction
* Employee engagement
* Grievances and retention

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Name of degree** | **Board/university** | **Percentage** | **Year** |
| 1. | MBA SEM - 4 (HR) | Gujarat Technological University | 8.43 SPI  7.47 CPI | 2014 |
| 2. | T.Y.BBA (Finance) | Bhavnagar University | 63.14 % | 2012 |
| 3. | H.S.C | Gujarat Board | 75.43 % | 2009 |
| 4. | S.S.C | Gujarat Board | 70.62 % | 2007 |

**COMPREHENSIVE PROJECT:**

1.“Transactional Analysis Of Male And Female Ego States At Raymond Ltd.-Mumbai”

2.“A Global Country Study Report On Automobile Industry Of Bahrain.”

**SUMMER INTERNSHIP:**

“Causes & Reasons Of Absenteeism Of Employees at Goran Pharma Pvt Ltd. – Bhavnagar”

“A Project Report At Eurolux Lightning Company – Sihor”

“A Project Report On “Performanse Evaluation Of Gujarat State Co – operative Agricultural And Rural Development Bank Ltd – Palitana”

**PERSONAL DETAILS:**

Name : Badheka jankee bharatbhai

Father’s name : Bharatbhai Balkrushna Badheka

Gender : Female

Date of Birth : 06/01/1992

Area of interest : Playing badminton

Languages Known : English, Gujarati & Hindi

Nationality : Indian

**REFERENCES:** 1. Mr. Pranav Bhatt

Manager Research Scientist

At Amneel Pharmaceutical

Mo.9909905232

Email id : pranavbhatt84@yahoo.com

2. Mr. Bharat Bhatt

Senior manager in Excel

Mo. 9426703471

Email id : bmbhatt@excelcropcare.com

**DECLARATION**

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

Date: -

Signature

Place: - Ahmedabad (Badheka Janki)