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**CURRICULUM VITAE**

**Jaydip Kadavala**

**Mob. No. – 7984491242 , 8154030485**

**E. Mail Id: jaydipkadavala55@gmail.com**

**Current Address:** **Permanent Address:**

Bapunagar, Vill: Fatepur, Ta: Bhanvad,

Nr.khodiyar nagar ,Gayatri circle, Dist: DevBhoomiDwarka,Gujarat.

Sub: Application for the post of: **Assistant – HR & Admin**

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| **KEY SKILLS:** |

* Strong Commitment to Career, Positive Attitude, always like to Learn, Good Inter-Personal Skills. Like to take Leadership, Manufacturing background, Green field project and set up the system

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| **COMPUTER SKILLS:** |

* MS Office, Outlook, Internet, Good typing speed

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| **EXPERIENCE SUMMARY:** |

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| FROM | TO | ORGANIZATION | DESIGNATION |
| 15-05-2019 | 11-11-2019 | Wil Car Wheels Ltd. | Assistant- HR & Admin |
| 05-12-2019 | 27-04-2019 | Baxter Pharmaceuticals India Private Ltd.  (Formerly Known Aa Claris Injectables.) | Assistant – Admin & Security  Gate Entry-(Inword-Outword) |
| 02-04-2018 | 22-11-2019 | Samsung Service Center(Jamnagar) | Computer Operator |

**JOB PROFILE:**

* Contract manpower recruitment & selection
* Savior Biometric punching registration
* Daily attendance record maintaining
* Sap work
* Worker attendance data maintain
* Courier tracking and management
* Security management
* To downloading daily attendance from finger attendance system and reporting to HR Head

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| **EDUCATIONAL QUALIFICATION**: |

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| **EDUCATION COURSE** | **BOARD / UNIVERSITY** | **CLASS** |
| BCA | Saurashtra Uni. - Rajkot | 2nd Class |
| H.S.C | G.S.H.E.B.G. | 2nd Class |
| S.S.C | G.S.E.B | 2nd Class |

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| **PERSONAL INFORMATION:** |

* Date of Birth : 23 June 1997
* Fathers name : Dayabhai Kadavala
* Marital Status : Unmarried
* Gender : Male
* Nationality : Indian
* Languages Known : English, Hindi, Gujarati

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| **HOBBIES:** |

Surfing on internet, reading books, playing carom, Swimming

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| **DECLARATION:** |

I, Jaydip Kadavala, hereby declare that the above information is true to the best of myKnowledge.

Place: Yourfaithfully

Date: Jaydip Kadavala