**Mrs. Parul Bhavin Patel B-602, Aditya Icon,**

**Mobile:9978704938 Behind Trisha Hospital,**

**Email Id:** [**darbarpinki@gmail.com**](mailto:darbarpinki@gmail.com) **Near Akhbarnagar,**

**Nava Vadaj, Ahmedabad.**

**Aim of Life**

To make a positive identity in a corporate world using my skills.

**Career Objective:**

I am looking for a new & exciting job where I can grow professionally & be creative. Observing & analysing situations for logical solutions is an area of strength and something that has been foundational in my life. You will find me a reliable individual with pride in being creative, adaptable, prepared and a team player.

Apart From a Passion to Lead a Successful, contended professional life, I would like to work in challenges and opportunities for an excellent, professional and personal growth in the field of management.

* **Presently Working with Laxmi Jewellery Export Pvt Ltd ( Ahmedabad) As HR Executive since June 2021 to Till Date.**

**Job Responsibility**

* Responsible for the entire HR activities at Laxmi Jewellery.
* Handling Recruitment
* Handling Induction & Joining Activities for New Joined Employees.
* Handling all Formalities from Joining till Exit.
* Coordinating, with Joiners for Bank Account Opening.
* Ensure that accurate job descriptions are in place.
* Managing Confirmation data and processing for the same on monthly basis.
* Preparing Offer Latter, Appointment Letter & Confirmation Letter.
* Payroll Processing : Coordination and management of entire payroll process.
* Handling of outsource employee : their recruitment , salary processing & Leave Record management.
* Handling Statutory Compliance like PF, ESIC, Professional Tax.
* Handling other Admin Work.
* **Industrial Credit and Investment Corporation of India Bank (ICICI Bank) As Sales Officer From July 2017 to August 2018.**

**Job Responsibility**

* Selling CASA Product and Other Product like, Insurance, Demant Account, FD, SIP, Mutual Fund etc. Handling Customer Relationship Management.
* 2 Month Internship at Central Mall.
* 45 days Internship at India Infoline Finance Company.
* 3 Month HR Assistant Internship at Vasant Masala Pvt Ltd.

**Education:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **QUALIFICATION** | **BOARD/ UNIVERSITY** | **YEAR OF PASSING** | **MARKS** | **GRADE/ CLASS** |
| M.B.A.  (H.R) | Gujarat Technology University | 2020 | 7.68 | First Class with Distraction |
| B.B.A.  (Finance) | Uka Tarsadiya University | 2017 | 6.8 | Second class |
| HSC | L.D. High School  Sachin, Surat | 2014 | 60% | Pass |
| SSC | L.D. High School  Sachin, Surat | 2012 | 54% | Pass |

**Strengths:**

* Problem Solving and Communication skills besides ability to design and solve problem.

**Technical Skills:**

* M.S. Office 2003,2007
* Excel
* Have a good Knowledge of Internet

**Hobbies:**

* Cooking
* Dancing
* Sports
* Traveling

**Strength:**

* Good interpersonal Skill
* Comfortable working with group.
* I believe to everything is possible to any work.
* Dynamic & hard working.

**Personal Details:**

* Name: Parul Patel
* Husband Name: Bhavinkumar Patel
* Date of Birth: 24/03/1997
* Gender: Female
* Marital Status: Married
* Languages: Gujarati, Hindi, English
* Nationality: Indian
* Religion: Hindu Baria Kshatriya

I hereby declare that the above mentioned information is true to the best of my knowledge.

Yours Faithfully,

Parul Patel