Curriculum vitae

Sunil Rathod

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| **Mobile No.**  **+91-7567994447**  **Email ID**  [**sunil.rathod60@yahoo.com**](mailto:sunil.rathod60@yahoo.com)  **smr.nimra@gmail.com**    **Residential Address :**  I/4, Govt. Officers Colony Dus Bungalows ,  Gulbai Tekra,  Nr. Polytechnic  Ambawadi,  Ahmedabad 380 015  Gujarat India | Objective   * To put my knowledge & experience in best possible way & to work in competitive environment with sincerity, honesty, accuracy & strong determination.   Work Experience   * Presently working as a HR/Admin. Executive with Disha Enterprise, Disha House, (Since July 2011), Ahmedabad   **(JOB PROFILE):**   * Maintaining the Master Database of the employees including personal details, family dependents, qualification, previous employers, etc. * Calculating payable days and disciplinary action against unauthorized absenteeism * Ensuring IN & OUT timings of the employees, managing and maintaining leaves ensuring the policy criteria. * Recruitment & selection as per requirement of the company * Employee counseling and helping in their leave utilization plan. * As a HR Executive in Shivam Watertreaters Pvt. Ltd., Ahmedabad, for two months (A water treatment company) (www.watertreaters.com) * As a counter sales boy in Shifa Medical & General store, Amreli for one year   Education Qualifications     * **M.B.A. (H.R.),** **(Second - 59%)** from NAVAKAR INSTITUTE OF MANAGEMENT AND RESEARCH, AHMEDABAD **2009-11.** * **B.B.A (Personnel Management )** from K.K. Parekh Commerce College, Saurashtra University in 2009 *(57.50%-Second class)* * H.S.C. from Kamani Forward Secondary High School, Board G.S.& H.S.E.B. in 2006 (64.80*%*) * S.S.C. from Kamani Forward High School, Board G.S.E.B., in 2004 *(62.71%)*   Contd.... |

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| ***About the Company***  **HINDALCO IND. LTD. UNIT: BIRLA COPPER(DAHEJ- SEZ)**  Birla Copper is one of the large producer of copper in the Asia.  **SUGAM DIARY**  Sugam Diary is a leading diary in milk producing in Saurashtra region. The well known brand of this is **milk and butter.**  **Prashant Multinational Pvt Ltd.:**  This is the company who providing various services to the different business related to the export business and any type of ship work for the customer. | | Projects/Industry visit (M.B.A. - Summer Internship)  15th June 2010 to 30th July 2010  Worked as aManagement Traineein **HINDALCO INDUSTRIES LTD. UNIT BIRLA COPPER, DAHEJ (SEZ), BHARUCH**  **Project Title :**  Work study on **COMPETENCY MAPPING OF OPERATIVE** **GROUP OF EMPLOYEES** & to know need of training and development  **Industrial Visit :**    **Production process of PARLE G Biscuits at LAO MORE PVT. LTD., AHMEDABAD**  Training (Graduation) (B.B.A) 3rd year  **Company:** **SUGAM DIARY**  Dist : **JUNAGADH**  **Project title :**   * Personnel Management as a major and report on **RECRUITMENT** **AND** **SELECTION**   Projects (Graduation) 2nd year  May 2008 to Jun 2008  Worked as aManagement Traineein **Shantilal Shipping & Chartering Pvt. Ltd.(Shipping company) JAMNAGAR**  **Project Title:**   * General information of the all departments.   Projects (Self Study)  Product project report & research  **Industrial Training :**   * Shree Ukai Pradesh Sahkari Khand Udyog Mandali Ltd. At VYARA, SURAT   **Product Report :**   * Product Project Report on VACUUM IODIZED SALT | |
| Technical Skills  **Office Tools:**   * MS-office 2003, Ms-office 2007. * Internet browsing   **Windows**   * Operating Systems - Windows 98/2000/2003   Strengths   * Multi-tasking * Dedication towards the job * Positive Attitude * Hardworking       Extra Curricular Activities   * Participate as a **‘LEAD REPORTIER’** on MANAGEMENT COMMUNICATION seminar as a curriculum of M.B.A. programme * Participation in Value Addition Session for Personality development in Graduation level at K.K. Parekh Commerce College, Amreli * Member of cultural committee and sports committee at K.K.PAREKH COMMERCE COLLEGE AMRELI * **Skipper** of my team at Higher secondary school level for inter-class cricket tournament   Personal Information   * Date of Birth : 1st Nov. 1987 * Nationality : Indian * Marital Status : Single * Languages Known : **GUJARATI**, Hindi , English | |