



RANI PATEL

CAREER OBJECTIVE

To pursue a dynamic and challenging career with an organization of repute, which gives a high level of satisfaction and recognition and offers opportunity to enhance professional skills.

ADDRESS

H No 31, c-sec, new subhash colony, Ashoka, garden, Bhopal (M.P.)
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CONTACT

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LANGUAGE

Hindi
English

HOBBIES

News reading
Yoga
Travelling
Book reading

EDUCATION

- ❖ MBA in HR & Banking and Finance from Maharishi Institute of management, Bhopal (2020-2022)
- ❖ Bachelor of engineering in Civil Engineering from RGPV University, Bhopal (2015-2018)
- ❖ Diploma in Civil Engineering from RGPV University (2013-2015)
- ❖ 12th from MP Board 2013
- ❖ 10th MP Board 2011

WORK EXPERIENCE

- **Civil Supervisor**
Artson Engineering Limited, Mumbai
From Aug 2015 to Oct 2017.
- **Tele Communicator**
Aegis BPO, Bhopal
From Nov 2019 to Mar 2020.
- **Admin Supervisor**
Fortcaps Healthcare Limited, Bhopal
From Jun 2020 to Mar 2021.
Role & Responsibilities-
 - Preparation of Layout Drawings on AUTOCAD Software.
 - Preparation of Room Data Sheets.
 - Update & Monitor Pest Control Google Calendar.

PERSONAL SKILL

Leadership
Quick learner
Motivated
Goal Oriented
Helpful by nature
Time Management
Highly Positive Attitude

TECHNICAL SKILL

Diploma in Computer Science
AutoCAD Software
MS Office
Google Sheet
MS Word

TRAINING

Fire Fighter
First Aid
5S Technique
7QC Tools
6M
Kaizen method
Yoka Poka Method
Handling of Customer Audits
Executive Assistant Training

- Control of all Area Name Signage/ Display Boards in Premises.
- Collection & Storage of Trend Analysis & Vendor Evaluation report.
- Storage Issue of Master Documents SOP/ Specifications.
- Site Visit & Follow up, Prepared DPR and working Progress in Representative formats.
- Preparation of Art Work on AUTOCAD Software.
- Preparation of Room Data Sheets.
- Monthly review of water log System.
- Updated on Fracas in all departments.
- Revision of SOPs and formats of HR and Purchase department.
- Internal Audits of P&A for Pest Control.
- Update & Monitoring pest control calendar.
- Monthly Review of RT/RH from HVAC.
- Self inspection audit of Electrical/ Maintenance and Utility areas.
- Monthly Review of UV Log in Water System.

➤ Executive- HR & Admin

Fortcaps Healthcare Limited, Bhopal
From Mar 2021 to Aug 2023.

Role & Responsibilities-

- Employee KYC, online transfer claims, online claim, online Aadhaar seeding claim approval using DSC.
- Maintain Signed R&R & Specimen Signature,
- Maintain Indiscipline Record.
- Responsible for processing the salary of employees and involved all payroll related matters like PF , ESIC formation of new CTC structure for new employees.
- Monthly Birthday Celebrations / Health Checkup / Other events.
- Order food for Guests through online/offline means as needed.
- Checking Calculation & attachments on truck driver bills.
- Maintain Fine & Damages Register for statutory compliance.
- Issue of Company Property & Due paperwork for it.
- Execute Employee Training Calendar & Records.
- Coordination for Induction training of new employee.

PROFILE SUMMARY

- Recruitment Process
 - Payroll Management
 - Compensation & Benefits
 - Policies & Procedures
 - Employee engagement & Retention
 - Team Management
 - Time Office Management
 - Training & Development
 - Manpower Planning & Monitoring
 - Employee Welfare
 - HR Audits
 - Workers Issues
 - Site Administration
- Maintain List of Qualified Personnel, Committee members for Safety & Women.
 - Responsible of confirmation process of all employees.
 - Get Skill Rating Done & Approved by HODs.
 - Manpower Planning & Scheduling.
 - Employee Promotion/ Increment Letters/ F&F Computation - exit formalities.
 - Assisting employees in Provident fund and ESIC claims.
 - Keep Emergency Information updated at Medical Insurance Documents.
 - Employees Exit Process and Full & Final process and No duces claim form with exit PF and ESIC Sites.
 - Responsible for Conducting campus recruitment processes.
 - Supervising Canteen services, welfare activities, Good housekeeping and security.
 - Conduct weekly meetings with all concern department head and provide HR advice where necessary.

❖ Achievements

- Successfully revised & implemented company policy on HR related issues.
- Awarded as best Appraisal Performance of management.
- Started the exit interview system for the first time.

Date

Regards
Rani Patel