KOMAL R PATIL

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# [Email-ID:komalpatil950@gmail.com](mailto:komalpatil950@gmail.com)



**Objective**

To start my career with the experience in the organization, this will help me to understand the organization better & to utilize my skills & knowledge towards organization.

# Proﬁle

**Educational Qualiﬁcation:** Master of Business Administration (MBA) with Specialization of FINANCE and HR.

# Education

| **Qualiﬁcation** | **Institution** | **Year of Passing** | **Board** | **Percentage** |
| --- | --- | --- | --- | --- |
| MBA | IBMR B-SCHOOL HUBLI | 2015-16 | Karnataka University Dharwad | 66% |
| B.A | R.P.D College Belgaum | 2014 | Rani Channamma University Belgaum | 71.91% |
| II P.U.C | R.P.D College Belgaum. | 2011 | Dept. Of  Pre-University Education, Karnataka | 40.51% |
| S.S.L.C | Mauli girls high school garlgunji khanapur | 2008 | Karnataka Secondary Education  Examination  Board | 50.24% |

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# MBA Semester Project Details

* Summer in Plant Project “A STUDY ON INVENTORY MANAGEMENT”
* Major Concurrent Project “A STUDY ON NON-PERFORMING ASSETS ITS
* IMPACT ON PROFITABILITY

# Technical Skill

* Languages: knowledge of operating M S Oﬃce2003 to 2010 Tally9.0
* Tools and Applications: MS Oﬃce (Word, Power point, and Excel)
* Database ,oracle C++,C programming languages, Photoshop , PageMaker, CorelDraw etc.

MySQL, PHP, CSS, Bootstrap, Javascript, ReactJs, Flutter,

# EXPERIENCE

* + Currently Working as HR Manager and Cloud Server Handling For Maintenance Support For Backend in WebCreintors Tech Solutions Pvt.Ltd. Work experience i have 5 yrs 6month.
  + Worked as HR Operation Manager in Nescode Technologies Pvt.Ltd.
  + Worked as HR Executive in Etoe business service Pvt. Ltd.(CM3 International UAE) From 03-July-2017 to 20-Jan-2018

Worked as Customer Executive in Canara Bank

# Job Responsibilities of Junior HR Executive

* **Recruitment**
  + Job description
  + Identify the competence required
  + Identify the source of hiring
  + Interview the candidate
  + Coordinate the interview with the respective department and
  + If selected, complete the documentation.

# Operations

* + Joining formalities
  + Handling Employee Database (Both in soft forms and ﬁles management)
  + Leaves and Attendance management
  + Handling the payroll
  + Managing advance Salary, Bonuses, Loans
  + Conﬁrmation, Performance Appraisal, Performance management
  + Exit Interview
  + Full and Final Settlement

# Employee Relation

* + Handling all the queries of the employees. Be it related to salary, Attendance, Leaves and Transfer etc.
  + They are also expected to explain the various policies, strategies and beneﬁts to employees.
  + They are expected to stop all types of rumors and misleading communications.
  + They should motivate the employees on a day to day basis.

# Documentation

* Attendance seat
  + Employees payroll
  + Format of pay slip
  + Yearly list of Holidays
  + Daily Roster
  + Interview Format

# Hobbies and Interest

* listening Music
* Reading Books
* Yoga
* Cooking

# Strengths

* + Good organizer, keen learner and open to new ideas, ready to face challenges.
  + Hard worker with leadership quality. Good communication skills and team spirit.

□ I am an honest, self-motivated and hardworking girl with a positive attitude towards my career and my life.

# Personal Information

Name : Komal Patil Father Name : Ramkrishna Patil Date of Birth : 29/11/1991 Gender : Female

Nationality : Indian

Languages Known : Marathi, English, Hindi, Kannada.

# Declaration

I (KOMAL PATIL) Hereby inform that the above information is true to the best of my knowledge.

# Date:

**Place: Belgaum (KOMAL R.PATIL)**