



Dhruvil Nakum

Master of Business Administration at UEL

Currently studying at University of East London and looking for a challenging position in a high-quality management environment where my resourceful experience and academic skills will add value to organizational operation.

Contact

Phone

+44 07901 934077

Email

contact.dhruvilnakum@gmail.com

Address

Croydon, United Kingdom

Education

2019 - 2023

Mechatronics Engineering
G H Patel College of Engineering & Technology

Expertise

- Human Resource
- Effective Communication
- Management
- Leadership
- MS - Excel
- Graphic Design
- Content Writer
- Emotional Intelligence
- Problem Solving
- Analytical Skill

Language

English

Hindi

Gujarati

Experience

Recruitment Executive (Mar'23 – Oct'23) Africruit

My roles and responsibilities is end to end recruitment which includes to post a job on job portal and source a CV's from Foundit and LinkedIn and screen the resumes, performing initial stages of interview, verifying their details, selecting and hiring the right candidate, scheduling interview with clients, taking feedbacks from clients, offer and reference check, follow up candidates till joining and being in regular touch with a candidate.

Internship Trainee (Jun'22 - Jul'22) Venus Machinery

In a nutshell, this internship has been an excellent and rewarding experience. I can conclude that there have been a lot I've learnt from my work at Venus machinery. As someone with no prior technical experience whatsoever I believe my time spent in observing and discovering it was well worth it and contributed to finding an acceptable solution to build a fully functional service.

World Rotaract Week Chair (Jun'21 - Jul'22) Rotaract

World Rotaract Week celebrates the establishment of the first Rotaract club. During the week of March 13 to 19, Rotaractors and Rotarians engage in joint activities to showcase Rotaract clubs' community contributions. As a chair, my responsibilities include organizing and managing the event, deciding on the best way to celebrate, ensuring timely meetings, and coordinating with team members. At the end of the week, a certificate of recognition is presented to the guide, available on Rotary's Awards page. It is a time to celebrate the success and importance of the Rotaract program and engage in community service.

Volunteer (Jan'20 - May'21) Rotaract

I volunteered in an 'Open Mic' event and had to organize it in just three days, which was a challenging task. I contributed to various domains such as registration desk, participant hierarchy, materials, decoration, marketing, executive, and buzzer team, and learned new skills. I explored my creativity by learning video editing and sharing my work on social media and YouTube as well as in World Rotaract District Conference RID-3060. I also volunteered at a blood donation camp and managed the reception process by greeting and assisting donors, offering refreshments, and alerting staff in case of any issues. Through these experiences, I gained knowledge about precautions, refreshment, and pre-camp phases of blood donation camps.

Chapter's Treasurer (Jan'22 - Apr'22) IEEE

My responsibilities include developing the budget with chapter chair needs and goals, working with section leadership to monitor compliance, maintaining up-to-date financial records, adhering to local laws and IEEE policies, advising subunits on financial procedures, ensuring transaction accuracy, and presenting annual financial reports at Section ExCom meetings.

Branch Coordinator (Dec'20 - Jan'22)

IEEE

My responsibilities include understanding how to achieve student-related goals, coordinating activities for IEEE GCET SB student organizations that report to the section, collaborating with Student Branches and sub-unit leaders, providing the section with reports on the standing of student units, and handing over relevant records to my successor at the end of my tenure.

Volunteer (May'20 - Dec'20)

IEEE

At the IEEE Orientation, I learned how to approach and communicate with parents and students, including how to maintain a professional demeanor and use persuasive tactics. As a coordinator, I completed tasks such as finding MCQs and designing a logo, which allowed me to explore new skills related to documentation. Sharing my knowledge and experience from previous events, we successfully registered over 500 attendees within a week, surpassing our target. Overall, the event provided a valuable opportunity for professional enhancement, discussing industry trends, and learning about successful technologies.

Human Resource Manager (Feb'22 - Mar'22)

Campus-Corporate | Internship | Job Opportunities | Part-Time Jobs |

Digital Marketing

I partner with leadership to execute HR and talent strategy, manage talent acquisition, create development programs, and oversee disciplinary actions.

Human Resource Executive (Nov'21 - Feb'22)

Campus-Corporate | Internship | Job Opportunities | Part-Time Jobs |

Digital Marketing

I create open communication, hire/retain talent, manage payroll, organize events, resolve conflicts, conduct exit interviews, oversee terminations, counsel stressed employees, work with departmental heads during appraisals, introduce wellness programs, collaborate on HR strategy, negotiate with stakeholders, network with HR specialists, implement sourcing/screening/interview techniques, and remember important dates.

Marketing Team (Jun'21 - Sep'21)

PeopleWho.Codes

I develop a brand style guide, create a marketing content strategy, and ensure organizational survival, growth, and reputation using digital marketing, content writing, marketing science, and client experience. I follow the 3 roles of marketing: getting attention, facilitating the process, and lowering the risk of taking the next step.

Content Writer (Jun'21 - Sep'21)

Step Up Student (& SUIMS)

I conduct industry analysis and develop original content for various channels, proofread for errors, organize writing schedules, conduct keyword research, ensure consistency, edit and polish existing content, create attention-grabbing headlines, recommend new content, follow an editorial calendar, monitor KPIs, and ensure quality content adheres to editorial guidelines.

Graphic Design (Jun'20 - May'21)

ASME

In my first graphic design experience, I learned to plan concepts, illustrate designs, produce drafts, stay current with trends and technologies, communicate with team members, ensure quality and on-time delivery, and perform image manipulation.

Volunteer Experience

I developed my management skills by maintaining student enrollment, gathering feedback, creating reports, and keeping records for mechatronics engineering events. I also volunteered for various teams, including buffer, publicity, and decoration. I have volunteered as a campus ambassador in three events and got 3rd position, 2nd position and top 10th position respectively. I volunteered with Bachhpan, a student-run NGO providing free education to underprivileged kids. We enroll students in schools to help them build a better future and aim to abolish child labor while bringing hope and smiles to innocent faces.