

CURRICULUM VITAE

Name: Chudasama Bhadrasinh T

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Objective

To work for a reputed organization where I could utilize my education and experience to the optimum level for the growth and benefit of the organization.

Educational Qualification

Name Of Degree	Board	Year	Class
B.A	Gujarat university	2013	Pass
HSC	GHSEB Gandhinagar	2010	Pass
SSC	GSEB Gandhinagar	2007	Pass

Employment History

1. **HR & Admin Executive(December, 2015 - Running)**
RAS BEARINGS PVT LTD.

Company Location: Nr.Engineering college, Kinara, Ranpur-382245, Dist: Botad

Skill:

- **Time-Office Management – Process payroll inputs, biometric attendance, leave Administration, Calculate OT, & prepare daily, monthly, quarterly reports.**
- **Staff and Contractor Legal Register Maintain Form 16 Form 17, I- Card Register**
- **Solving Problem in PF Profile ex (Name Correction,KYC,PF withdrawal,PF Transfer, e-nomination)**
- **Conducting joining formalites for new employees.**
- **Updating data for new joiners into the system.**
- **Housekeeping supervisor.**

2. Computer operator (April, 2012 – February, 2013)

Shree Durga Infrastructure Pvt Ltd.

Company Location: Behind Bodiya Bus stand, Nagnesh, Ta:chuda Dist: surendranagar

Computer Certification

Training	Duration	Name of the Institute
C.C.C	4 Month March 2010 - July 2010	Khodiyar computer education, Dhandhuka

Computer Knowledge

➤ **Office Application:** Microsoft Office XP / 2007 (MS Word, MS Excel, MS Power Point).

➤

Extra qualifications

(1) First Aid Course in Set Zone ambulance India & Red

Cross Society, Surendranagar.

Language (Writing & Speaking)

Gujarati : Best
Hindi. : Best
English : Riding

Personal Information

Father's Name : Chudasama Temubha N

Mother's Name : Krushnaba

Date of Birth. : 17 October, 1989.

Permanent Address : At: Post: Vagad

Ta: Dhandhuka, Dist: Ahmedabad - 382245

Present Address. : At: Post: Vagad

Ta: Dhandhuka, Dist: Ahmedabad - 382245

Nationality. : Indian

Religion : Hindu - Garasiya

Marital Status : married.

Place : Vagad

Date : / /2022

Signature