

Twinkle N. Maniyar

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Objectives:

“To establish myself as a open to learn and implement new ideas in varies subject as well as management of projects and hence can develop myself adding to the growth of the organization.”

Academic Records:

Class/Degree	Year	School/College	Board/University	Result
BCA	2014	Harivandana College of IT Department	Saurashtra University	70%
HSC	2011	Navjivan High school	Board	63%
SSC	2009	New Era school	Board	75%

Academic Project Summary:

Online Tailoring (Core PHP, MySQL)

All the users can login, place order for buying cloth, send massages and give feedback. User also can enter their cloth's size, on according that shopper make their cloth and send them.

Experience:

- Above 7 year experience as GM-HR at new age construction equipment eng co.
Account dept. responsibilities
 - Supplier's bills audit and payments
 - Banking operation with all authority

HR dept. responsibilities

- expenses management of employee and organization
- Recruit candidates
- Joining and exit process
- Conduct meetings and take action as required
- Company policy management
- Maintain employee master record
- Payroll process (above 250 emp.)
- Learning and Development
- Health and Safety (Accident policy and WC policy)
- Training and Exhibition
- Asset management

Other

- IT and Network Management
- Administration management

- 6 Month experience in sunflower school as drawing teacher and event management.
- 6 Month Experience in Tapasvi School as admin and dance teacher.

Skills :

Technical Languages	: CSS, HTML, PHP
Database	: SQL Server, RDBMS, Ms Access
Operating Systems	: Windows XP, Windows 7, Windows 10
Accounting Software	: SAP, Miracle
HR skills	: employee relations, HRIS, Team work and collaboration, Scheduling, project management

Personal Details:

Date of Birth	: 2 nd October 1994
Permanent Address	: “Auram Enclave”, 4B 4 th floor, Sanjay Vatika, street no 11, Inside neel’s city Gate, University road, Rajkot.
Nationality	: Indian
Languages Known	: English, Hindi and Gujarati
Hobbies	: watch movie, dance, drawing, Learn new Activities.

Details:

I, hereby declare that above information is true to the best of my knowledge. If given a chance, I will try my best to come true to your aspiration and will prove my mettle in most trying situation.

With best regards waiting for your positive reply...