***Curriculum Vitae***

***PANKAJ***

**E-mail**-pankaj-391529@2freemail.com

**MBA in Human Resources Management with 2.02 years professional experience**

**in Human Resources and Admin Department.**

***Career Objective***

* Seeking a challenging career in Human Resource with a progressive organization which will utilize my skills, abilities and education in management whilst contributing to the development of the organization.

***Self analysis***

* An adaptive nature & Flexible in work
* Dedicated & Persistent to work.
* Honest, Good leadership skills.
* Ability to maintain inter-personal relations
* To be able to work in Teams and also individually.
* Quick learner with new Technology & Working Environment.

***Educational Qualification***

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| --- | --- | --- | --- | --- | --- | --- |
| **QUALIFICATION** | **ELECTIVE** | **INSTITUTE** | **BOARD/** | **YEAR** | **MARKS** |  |
| **UNIVERSITY** | **(%)** |  |
|  |  |  |  |  |
|  |  | **Dr. CV Raman** | **BIMT** |  |  |  |
| **M.B.A** | **Human** | **University** |  | **2016** | **64%** |  |
|  | **Resource** |  |  |  |  |  |
|  |  |  | **Maharaja** |  |  |  |
| **B.com** | **Commerce** | **M.S. University** | **Sayajirao** | **2013** | **50%** |  |
|  |  | **University, Baroda** |  |  |  |
|  |  |  |  |  |  |
| **H.S.C** |  | **Shree Krishna** |  |  |  |  |
|  | **vidhyalaya** | **GSEB** | **2008** | **50.73%** |  |
|  | **Commerce** |  |
|  |  |  |  |  |  |
|  | *c****ommerce*** | **Prerna** |  |  |  |  |
| **S.S.C** | **Vidhyalaya** | **GSEB** | **2006** | **50%** |  |
|  |  |
|  |  |  |  |  |  |  |

***Work Experience***

**Company Name: *Diamond Power Infrastructure Ltd. HO-Vadodara Gujarat.***

**Designation**: **Since NOV 2016 to FEB-2019 As HR *& Admin Executive* *Reporting to Head of HR & Admin***

**Job Profile:**

-Arranging an Initial screening the candidates/ helping in recruitment processes.

-Handling joining formalities and full and final settlement of the employees.

-Maintaining /Updating Leave Records with all time office work.

-Record, maintain and monitor attendance to ensure employee punctuality

-Maintenance of employee database and updating of Monthly Attendance sheet. -Conduct employee orientation and facilitate new comers joining formalities Maintain and regularly update master database (personal file or personal database) of each employee.

-manage the daily expenses of the company such as stationery, employee travelling expenses, etc.

***Summer Internship & Programme***

*SUMMER INTERNSHIP PROJECT:*

“Awareness of management & Company policy” MGVCL at Vadodara.

“Impact of Training & Development on Employee’s Efficiency” in **Gujarat State Electricity** **Corporation ltd (MGVCL)** at Vadodara.

***Computer Proficiency***

* Operating systems: Windows 7, XP & Vista
* MS Office – Word, Excel, Power Point
* Internet & E-mail operation, job portal knowledge

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| ***Personal Information*** |  |  |
| **DATE OF BIRTH**: - | 30/06/1990 |
| **SEX: -** | Male |
| **NATIONALITY: -** | Indian |
| **MARITAL STATUS:** - | Unmarried |
| **LANGUAGES KNOWN**: - | English, Hindi, Gujarati |
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***Pankaj***