**SHRUTI PATEL**



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Mob.No : 9327343706

**CAREER OBJECTIVE**

Work in a challenging environment with total commitment for excellence and with the highest degree of professionalism.

**EDUCATIONAL QUALIFICATION**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Qualification** | **University / Board** | **University / Board** | **Year of Completion** | **Percentage**  **SPI** |
| **S.S.C** | **S.S.C** | **GSEB** | **2010-2011** | **82.80%** |
| **H.S.C** | **H.S.C** | **GSEB** | **2012-2013** | **56.76%** |
| **B.E computer Science & Engineering** | **1st semester** | **GTU** | **2013-2014** | **6.55 SPI** |
| **2nd semester** | **2013-1014** | **6.27SPI** |
| **3rd semester** | **2014-2015** | **7.94 SPI** |
| **4th semester** | **2014-2015** | **8.36 SPI** |
| **5th semester** | **2015-2016** | **8.80 SPI** |
| **6th semester**  **7th semester** | **2015-2016**  **2016-2017** | **8.83 SPI**  **8.96 SPI** |
|  | **8th semester** |  | **2017** | **8.80 SPI** |
| PGDBA | **1 & 2 Sem** | Baba Ambedkar open university | **2018-2019** | **Distinction** |

**STRENGTHS**

STRENGTHS: Good presentation skills

Hardworking

Motivationatal

Positive attitude

**EXPERIENCE**

2 yr HR executive in IT company -Croods consolidated Pvt.Ltd-Dec 2016-Dec 2018

9 months HR executive in zobi web solutions Pvt Ltd - Feb 2019-Oct 2019

1.3 yrs HR executive in eliteevince technologies - Oct 2019- Nov 2020

Currently working as a Sr. HR in Logicrays technology Pvt Ltd- Dec 2020 - till date

Roles and responsibilities:

* Design compensation and benefits packages
* Implement performance review procedures
* Develop fair HR policies and ensure employees understand and comply with them
* Implement effective sourcing, screening and interviewing techniques
* Assess training needs and coordinate learning and development initiatives for all employees
* Monitor HR department’s budget
* Act as the point of contact regarding labour legislation issues
* Manage employees’ grievances
* Create and run referral bonus programs
* Measure employee retention and turnover rates
* Oversee daily operations of the HRdepartment
* Payroll management

Knowledge, Skills And Abilities

* Possess BE (CSE) from GTU and PGDBA(HR) from BAOU
* 4 years working experience in the HR field.
* Computer literate particularly with Microsoft Outlook, Microsoft Excel, Microsoft Word & Microsoft Power Point.
* Strong organizational skills with excellent attention to details, willingness to develop & learn new skills.
* Good writing, analytical and problem-solving skills.
* Able to work under pressure and efficiently.
* Ability to communicate effectively & professionally
* Ability to follow oral and written instructions.
* Positive & pro-active attitude towards work
* Ability to work independently and as part of a team.
* Ability to speak good English. Local dialects are a bonus.
* Discretion, confidentiality and professionalism at all times.

**HOBBIES & INTERESTS**

Hobbies: Dancing, Acting, Art, Music

Interest: HR, Management, finance

**EXTRA CURRICULAR**

Computer basic course, dancing

**PERSONAL DETAILS**

Father’s Name : Jayeshbhai Patel

D.O.B :29- Aug-1996

Gender : Female

Blood Group : o+ Nationality : Indian

Language Proficiency : Gujarati, Hindi, English

**DECLARATION**

I hereby declare that the above mentioned details are true to my knowledge.

Date: Place

Signature

**SHRUTI PATEL**

Dear sir/mam,

Myself Shruti patel from ahmedabad.

I have completed BE (CSE), from GTU, Ahmedabad in 2017, and PGDBA (HR) from Baba Ambedkar Open University in 2019.

Currently I am working as HR Executive in Zobi Web Solution Ltd, Makarba in Ahmedabad, since last 8 months.

Previously I have worked with Croods Engineering Ltd as HR Executive for 2 years.

My roles and responsibilities in both previous companies include followings.

* Design compensation and benefits packages
* Implement performance review procedures
* Develop fair HR policies and ensure employees understand and comply with them
* Implement effective sourcing, screening and interviewing techniques
* Assess training needs and coordinate learning and development initiatives for all employees
* Monitor HR department’s budget
* Act as the point of contact regarding labour legislation issues
* Manage employees’ grievances
* Create and run referral bonus programs
* Measure employee retention and turnover rates
* Oversee daily operations of the HR department

My knowledge, skills and abilities in both previous companies include following

* Possess BE (CSE) from GTU and PGDBA(HR) from BAOU
* 2.7 years working experience in the HR field.
* Computer literate particularly with Microsoft Outlook, Microsoft Excel, Microsoft Word & Microsoft Power Point.
* Strong organizational skills with excellent attention to details, willingness to develop & learn new skills.
* Good writing, analytical and problem-solving skills.
* Able to work under pressure and efficiently.
* Ability to communicate effectively & professionally
* Ability to follow oral and written instructions.
* Positive & pro-active attitude towards work
* Ability to work independently and as part of a team.
* Ability to speak good English. Local dialects are a bonus.
* Discretion, confidentiality and professionalism at all times.