

CURRICULUM VITAE

Shraddha Patel

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Father's Name: Mr. Suresh Kumar



Job Objective

To work for an organization that provides opportunities for continuous growth

Academic Qualifications

- Pursuing Master of Business Administration – Human Resource from MJPR University
- Bachelor of Business Administration from MJPR University (2018-2021)

Computer Skills

- Advance Diploma in Computer Application from Achiever Institute, Bareilly

Career Highlights

- On HR Job Training (3 Months) from Aloha on the Ganges Hotel, (A Leisure Hotel Group).
- Sales executive in Reliance Nippon life insurance Race course dehradune
- 6 Month As A Trainer In yap empowering youth private limited
- 6 month experience of Front office in Abodes clement
- Working in yog niketan in front office executive
- Experience as a sales reservations and manage front office department in Sanskriti Vedic Retreat a ganga kinare

Learnings @ Aloha, Rishikesh

HR Operations

- Coordination of Interviews
- Pre-employment medical examination
- File Management
- Employee Database Management
- Conduction Joining Documentation
- Entry in ESIC Portal for Registration
- Exit Formalities

Reference

Arshad Ali Abbasi, HR Manager, Aloha on the Ganges, Rishikesh
9871217120, arsh_7862k@yahoo.co.in
Place: Rishikesh, Uttarakhand

Date : ____ / ____ / ____

(Shraddha Patel)

