

VIJAY A. KARAVADRA



CONTACT

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PERSONAL DETAILS

Date of Birth : 18/09/2003

SKILLS

Basic MS office ,Good Analysis
,Problem Solving,Quick learner

LANGUAGES

Reading. : Gujarati - Hindi - English .
Writing. : Gujarati - Hindi - English.
Speaking : Gujarati - Hindi.

INTERESTS

Books reding, Desire to learn new
things,Traveling,Listening to music

OBJECTIVE

I would like a career that gives me rich exposure through diverse assignment and working with people of high caliber. I would constantly look out for challenges, which would help me achieve my personal and professional goal. I would always pursue self-learning and innovative novel ideas to emerge as a win.

INTERNSHIP

Omnitech Engineering Pvt. Ltd. - chapara

27/06/2024 - 30/09/2024

Human Resources Intern*

- Assisted in the recruitment process by reviewing resumes and scheduling interviews for potential candidates.
- Conducted employee surveys to gauge job satisfaction and presented findings to HR management.
- Aided in the design and distribution of internal communications regarding HR policies and benefits updates.

Amcon Casting's Pvt. Ltd. - Balasar

01/12/2024 - 10/01/2025

Human Resources Intern*

- Supported the HR team in managing employee onboarding processes for new hires during a 45 Day's internship, contributing to smoother transitions.
- Assisted with job postings and maintained the HR social media platforms to engage potential candidates during a 45 Day's internship.
- Engaged in employee performance evaluation processes by helping to prepare assessment tools and documentation during a45 Day's internship in HR.

EDUCATION

Saurashtra University

Till date

MSW

Dr. V. R. Godhaniya B.Ed. College, Porbandar,

2023

BSW

Shri advana higher secondary school - Advana

2020

HSC

Shri sharda vidhyamandir high school - simar

2018

SSC