

VIJAY ARBHAMBHAI KARAVADRA

To. Bhenakvad
Ta . Bhanvd
Dist. Dev bhumi Dwarka
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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

Course / Degree	School / University	Grade / Score	Year
MSW	Saurashtra University	72.25	April - 2025
BSW	Dr. V. R. Godhaniya B.Ed. College, Porbandar,	66.76	March - 2023
HSC	Shri advana higher secondary school - Advana	60.14	March 2020
SSC	Shri sharda vidhyamandir high school - simar	44	March - 2018

Skills

- Good Analysis - Quick learner - Basic Knowledge Of Computer - Basic knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook).

Interests

- Books reding, Desire to learn new things.

Languages

- Gujrati - Hindi

Personal Details

- Date of Birth : 18/09/2003