

Amaheda Kuldipsinh Amrutlal

At post kindarva Ta.veraval Dist.gir somnath Pin 362255

MO. 7984292775 amhedakuldipsinh93@gmail.com

OBJECTIVE

I would like to pursue my career with an organization that encourages creativity and offers me an opportunity to grow my skills, ability for the betterment of the organization and my self..

SYNOPSIS

- Enterprising Professional with rich experience in HR related activities.

Experienced in customer Handling , PF Activity , contract labour , joining Formality.

WORK EXPERIENCE

- Maruti Suzuki veraval
 - Sale Sales, office work,
 - Relationship, Corporate Sales June 2016 - July 2017
 - Customer Service,
 - Service Management,
 - Customer Support
- Satvik English medium school suhpur
 - Management,
 - Office work Teaching work
 - Non Teaching, work Management August 2018 - June 2020
 - System management,
 - Team Management,

CHHASWALA PATEL DAIRY PRODUCTS PVT.LTD

- CLUSTER HEAD,BUSINESS DEVELOPMENT MANAGEMENT
- management, office work, account Management October 2020 -
- Cluster head management, office work,
- account,Staffing (requirement) Transport Stock checking
- Attendance report.

OVERALL WORK EXPERIENCE

HR Functions :

Management Information System.(MIS)

Daily Attendance/ Manpower Report.

Other MIS report as per requirement.

Monthly internal Audit for all company store .

Staffing (Requirement)

Conduct and coordinate interviews

Antecedent verification of short listed candidates,

co-ordinate the entire joining formalities and arranging induction program for new recruits.

EDUCATIONAL QUALIFICATION

- SSC GSEB 70.31% passed out in 2008
- HSC GHSEB 57% passed out in 2010
- TEB (GADHINAGAR) P.T.C 65% passed out in 2012
- saurashtra university rajkot B.COM 71% passed out in 2015
- Sanskrit university veraval P.G.D.C.A 57% passed out in 2018
- SUVRASTRA UNIVERSITY M.com RUNNING

SOFT SKILIS

- Communication skills.
- Dedication and drive as a hard working individual..
- Good Communication and team-building skills..positive attitude,
- Eager to learn Basic computer. Ms office (word excel power point) Time management.
- Hard working, Self control, Positive
- Leadership skill.

STRENGTHPH

- Punctuality.
- Problem Resolution.
- Accepting new challenges.

PERSONAL INFORMATION

NAME	Amaheda kuldipsinh A
Date of Birth :	04/03/1993
Gender :	Male
Mo no :	7984292775

E- Mail id : amhedakuldipsinh93@gmail.com
Languages English, Hindi, Gujarati (read,write, and speak)
Marital Status : Married
Nationality : Indian

Declaration

I hereby declare that above furnished details are true to the best of my knowledge.

AMAHEDA KULDIPSINH AMRUTLAL