

CURRICULAM VITAE

JAYDIP KISHORBHAI RAVIYA

(B.A. with English, M.S.W.)

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Permanent Address:

**"Shivam"
Maruti Nagar,
Chotila-363520
Ta. Chotila.
Dist.Surendranagar.
State. Gujarat.**



DISCIPLINARY PROFILE

DISCIPLINE : Master of Social Work.
COLLEGE / INSTITUTE : Shantiniketan M.S.W college, Rajkot.
UNIVERSITY : Saurashtra University.

ACADEMIC QUALIFICATIONS

Course	Year of passing	Percentage Marks	Class
HSC	March 2005	73.17%	Distinction
BA(English)	Oct 2008	48.28%	Second
MSW Sem-1	Nov 2009	73.69%	Distinction
MSW Sem-2	April 2010	71.07%	Distinction
MSW Sem-3	Oct 2010	72.77%	Distinction
MSW Sem-4	April 2011	72.00%	Distinction
B.ed	April 2013	78.51%	Distinction

COMPUTER QUALIFICATIONS

Course	Year of passing	Grade	Board
CCC(DOEACC)	2008	A	DOEACC
M.S.OFFICE	2008	Completed	AKRSPI

TRAINING UNDERTAKEN

- Rural placement at METODA village-Rajkot district for 1 year.
- OBSERVATION HOME – Rajkot for 6th months.
- METFLOW CAST Pvt. Ltd. SHAPAR G.I.D.C. for 6th months.
- Block Placement of 45 days in Vivekanand Research and Trainig Institute at Mandvi(Kutch)

SEMINAR

I participate in certificate seminar in Youth festival organized by saurashtra university.

DISSERTATION & PROJECT

Dissertation: “A study of social, economical problems of workers in industry. (With Reference to ROLEX RING pvt. Ltd. RAJKOT)”

Research Guide:-

PROBATION OFFICER:..SUNIL.D.SORATHIYA

Project:

A STUDY OF VILLAGE WITH REFERANCE TO WATERSHED SCHEME IN THE VILLAGE METODA - Rajkot district

Research Guide :- Pro. Anand A. Thakur

CAREER OBJECTIVE

To become successful professional person in the field of socialwork and to work in an innovative and competitive world. I also want to work as the key player in challenging environment.

ACHIVEMENTS

I have satisfactory completed a period of TWO YEARS in the NATIONAL SERVICE SCHEME programme from 2005-2007.I have also taken active part in the N.N.S activities.

I have also successfully passed Intermediate Drawing grade Examination held in the year September-2004 in 69-A grade.

WORKING EXPERIENCE

(1)APRICOT FOODS PVT. LTD.(METODA G.I.D.C. - RAJKOT)

Period: From 03TH JULY 2011 till 30/11/2014.

Designation: OFFICE EXECUTIVE. (ABLE TO WORK IN TALLY.ERP 9)

WORKING CRITERIA :TO CHECK-DAILY SALES BILL,CASH EXPENSE,DEBIT EXPENSE,PURCHASE,CREDIT NOTE,DEBIT NOTE,TRANSPORTATION ENTRY IN TALLY.

(2)WASMO (GOV. OF GUJARAT at Surendranagar)

Period: From 08/12/2014 to 07/12/2018.

Designation: Assistant Manager(sm)

(3)GREENPLY INDUSTRIES LTD.

Designation:OFFICER HR & ADMINISTRATION

Period:06-08-2022 TO CONTINUE...

Making salary and attendance approx. 1300-1400 workers in Excel.

Making form No.28

Keeping records of bonus and leaves.

Added worker in EPFO.

Create id card and Joining formalities of worker.

PERSONAL DETAILS

Date of Birth: 10th August, 1987.

Nationality: Indian.

Martial Status: Married.

Language Known: English, Hindi & Gujarati.

Hobby: Playing cricket and listen music.

Personal Skills: Hard worker and the person who like the perfection in his work.

DECLARATION

I hereby declare that the above-mentioned information is true to the best of my knowledge.

Jaydip K Raviya.